

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

FEB 6 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 1

Policy Direction to USDA State Defense Boards

1. USDA State Defense Policy Memorandum Series

This is to establish a new series of memoranda to provide direction from the Office of the Secretary to the USDA State Defense Boards. All future directives to the USDA State Defense Boards on policy matters will be issued by the Office of the Secretary under this series. Sufficient copies of this USDA Defense Policy Memorandum No. 1 are enclosed for standard distribution at the State level (i.e. members of Defense Board, State Civil Defense Director and records) and this pattern will be followed in distribution of all future Defense Policy Memoranda.

2. Secretary's Memorandum No. 1489

Secretary's Memorandum No. 1489, "Assignment of Defense Responsibilities in USDA", consolidates and clarifies defense planning and emergency assignments within Agriculture and a copy is enclosed for your information and guidance. You will receive a bulk supply of this Secretary's Memorandum for standard distribution at the State level and for distribution to the County Defense Boards in sufficient quantity to provide two to each County Board. One copy will be for the emergency records and one for circulation among Board members.

Secretary's Memorandum No. 1489 provides the basic policy for USDA defense activities including activities of USDA State and County Defense Boards. The changes in procedures and assignments are a part of the Department's plan to strengthen its defense preparedness and to better coordinate defense planning in the Department. As indicated, the new Secretary's Memorandum replaces a series of previous documents relative to defense work.

3. General Guidance for Defense Boards

USDA State Defense Board Handbook memoranda will be issued by the Office of the Secretary. Except for the handbook and policy memoranda, USDA State Defense Board Chairmen will continue to receive numbered defense memoranda through the channels used heretofore. Agency representatives on the State Board will continue to receive technical information and directives from their agencies. USDA Regional Liaison Representatives will continue to provide assistance and guidance to the USDA State Defense Boards.

Robert S. Reed

Enclosures

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
AND ARCHITECTURE

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AND ARCHITECTURE

THE UNIVERSITY OF CHICAGO

The University of Chicago is a private research university in Chicago, Illinois. It was founded in 1837 as the first American university to be organized on the basis of the European model. The university is known for its commitment to academic excellence and its diverse student body. It is a member of the Association of American Universities and the Ivy League.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

FEB 21 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 2

Executive Order Assigning Emergency Preparedness Functions
to the Secretary of Agriculture

Enclosed is a copy of the new Executive Order 10998 assigning emergency preparedness functions to the Secretary of Agriculture.

This Executive Order and Executive Order 10958 (stockpiling) provide the authority under which defense responsibilities of USDA for both pre-emergency planning and related emergency operations will be carried out. The new Order supersedes Emergency Preparedness Order No. 1 of January 19, 1961, and inconsistent provisions of any other prior order.

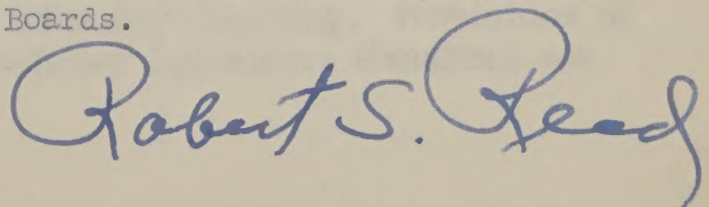
Similar Executive Orders were issued at the same time assigning defense responsibilities to other departments and agencies of the Federal Government.

Secretary's Memorandum No. 1489 assigning defense responsibilities within USDA is fully compatible with Executive Orders 10998 and 10958. USDA State and County Defense Operations Handbooks are consistent with the Executive Orders and with Secretary's Memorandum No. 1489. The Handbooks will continue to guide State and County Defense Boards in carrying out pre-emergency planning and post-attack operations if these should become necessary.

With the reaffirmation and strengthening of defense responsibilities in USDA, it is now more important than ever that those who have defense assignments do their utmost to carry them out conscientiously as a part of their regularly assigned responsibilities. The following quotation from the White House press release accompanying the issuance of Executive Order 10998 is of interest in this connection: "The assignment of emergency preparedness responsibilities to various agencies reflects the policy expressed in law that maximum use should be made of the regular departments and agencies in carrying out emergency preparedness programs. This approach is designed to achieve maximum effectiveness and efficiency through building into the ongoing programs of the agencies an emergency preparedness capability. The President stressed that these important emergency preparedness responsibilities are to be regarded as basic elements of the agencies' broad missions and should be integrated thoroughly with other agency programs at every step of the planning and operations processes."

Sufficient copies of this memorandum and the accompanying Executive Order are provided to make the usual distribution at the State level. Copies are not furnished for distribution to the County Boards.

Enclosure



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 25, 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 3

Correspondence and Reporting Procedure for USDA State Defense
Board Chairmen

1. General Procedure for Routing Correspondence, Reports, Meeting
Minutes, and Other Materials

When a USDA State Defense Board Chairman sends correspondence, reports, meeting minutes and other materials to USDA national headquarters, he will address them to the Deputy Administrator, State and County Operations, ASCS, for the attention of the Director, Defense Services Staff. The Defense Services Staff will make appropriate distribution to those who need to see the material at the national headquarters level. The State Board Chairman also will include an extra copy of all correspondence for the ASCS Area Director's office.

Whenever correspondence or other material is of concern to the Regional Liaison Representative, the USDA State Defense Board also will send a copy to the RLR.

When a State Defense Board Chairman writes to the RLR, he will send two copies to the Deputy Administrator, State and County Operations, ASCS, for the attention of the Defense Services Staff. One of the copies will be given to the ASCS Area Director.

2. Special Considerations for Meeting Minutes and Reports

Meeting minutes will continue to be prepared summarizing major items on each USDA State Defense Board meeting agenda. Since the State Defense Board Chairman normally reproduces the minutes, it is requested that 14 copies be sent to the Deputy Administrator, State and County Operations, ASCS, for the attention of the Director, Defense Services Staff, as soon as possible after each meeting. Provisions of Paragraph 43 of Part 2 of the State Defense Operations Handbook are

modified accordingly. The Defense Services Staff will distribute copies to the Special Assistant to the Secretary, ASCS Area Directors, the eight USDA agencies with major defense assignments, and others at the national level.

Each State Defense Board Chairman also will send to the appropriate RLR a copy of the minutes of each meeting.

Each State Defense Board Chairman will prepare quarterly a report covering problems and progress of defense planning in his State not already covered in meeting minutes. Where a subject is covered in the minutes, reference to the date of the meeting will be made. If there were no developments beyond coverage in the minutes, a report will be made to this effect. As a basis for these reports, the State Board Chairman will need to be informed currently on defense activities within the State, including progress made by the USDA County Defense Boards.

The State Defense Board Chairman will send 14 copies of his quarterly report to the Deputy Administrator, State and County Operations, ASCS, for the attention of the Director of the Defense Services Staff, to be received by the following dates:

June 10
September 10
December 10
March 10, etc.

The Defense Services Staff will distribute copies of the USDA State Defense Board reports to the Special Assistant to the Secretary, the ASCS Area Directors, the eight USDA agencies referred to above, and others who have need for them at the national level.

At the same time that the report is sent to the Deputy Administrator, State and County Operations, the State Board Chairman will send one copy to the appropriate RLR.

The reports received from the State Defense Boards will assist program administration and contribute to a report which USDA is required to make quarterly to the Joint Committee on Defense Production of the Congress. Copies of the Department's defense report to the Joint Committee will be sent to the State Defense Board Chairmen.

Provisions of Paragraph 50 of Part 2 of the USDA State Defense Operations Handbook are hereby superseded.

3. General

The official mailing addresses of the RLRs appear on the sheet attached.

Attachment

the reverse of this sheet
Robert S. Reed
Robert S. Reed

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington 25, D. C.

May // , 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 4

Policy on Memorandum of Understanding with States Regarding Division
of Post-Attack Food Management Responsibilities

A. Purpose

Recent developments and discussions indicate a need to clarify USDA policy with respect to understandings with State governments on post-attack food management. The purpose of this memorandum is to prescribe certain requirements which such Memorandums of Understanding must meet and, at the same time, to authorize certain deviations from prior instructions which will not jeopardize the carrying out of the Department's assigned responsibilities.

B. Discussions with State Officials

Entirely apart from the written terms of a Memorandum of Understanding with State government officials, it is important that in discussions with these officials USDA State Board Chairmen or members should attempt to make completely clear that it will be the USDA objective, both with respect to distribution of wholesaler or processor's stocks retained under USDA jurisdiction and control and with respect to government-owned stocks or any other foods which are regarded as part of the national supply, to accomplish the most equitable distribution possible under conditions of post-attack emergency. It should also be made clear that in retaining control of certain stocks within a State it is not ^{USDA's} ~~our~~ objective or intent to deprive the State or its citizens of an appropriate share of those stocks under emergency conditions. Retention of

Retained for
Production
By
Sec. Records Sect.
5-11-62

May 1, 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 1

Policy on Memorandum of Understanding with State Governments on Post-Attack
of Post-Attack Food Management Responsibilities

A. Purpose

Recent developments and discussions indicate a need to clarify USDA policy with respect to understanding with State governments on post-attack food management. The purpose of this memorandum is to prescribe certain requirements which such Memorandum of Understanding must meet and, at the same time, to authorize certain deviations from prior instructions which will not jeopardize the carrying out of the Department's assigned responsibilities.

B. Discussions with State Officials

Entirely apart from the written terms of a Memorandum of Understanding with State government officials, it is important that in discussions with these officials USDA State Board Chairman or members should attempt to make completely clear that it will be the USDA objective, both with respect to distribution of wholesale or processor stocks retained under USDA jurisdiction and control and with respect to government-owned stocks or any other foods which are regarded as part of the national supply, to accomplish the most equitable distribution possible under conditions of post-attack emergency. It should also be made clear that in retaining control of certain stocks within a State it is not our objective or intent to deprive the State or its citizens an appropriate share of those stocks under emergency conditions.

control is essential, however, if ^{USDA is} ~~we are~~ to assure the same equity to adjoining or other States. State government officials should understand that only through such control will USDA be in position to move appropriate food supplies from other locations into the State to meet post-attack requirements.

C. Essential Requirements of Memorandums of Understanding

Each Memorandum of Understanding must meet the following conditions:

1. It must provide for retention of responsibility and control by USDA of ^{food} stocks in all wholesale facilities ^(including chain store warehouses) ~~which~~ ^(a) customarily distribute in more than one State, ^(b) ~~which~~ supply military ^{other than on an occasional or incidental basis,} installations, ^(c) ~~which~~ supply ships' stores, or ^(d) ~~which~~ export food.

An exception is authorized only with respect to the stocks of very small concerns which it is agreed will be assigned to the State through use of a dollar cut-off. In other words, it is permissible to agree to release to State control post-attack, ^{food} stocks of all wholesale facilities which do an annual volume of business of less than \$250,000, or in the case of facilities in metropolitan areas, \$500,000, even if such facilities do some small amount of business of the character described above.

2. All Memorandums of Understanding must contain a clause reserving to USDA the right to retain responsibility and control post-attack of the ^{food} stocks of certain facilities regardless of prior agreement if circumstances existing in the post-attack period require such retention in order for USDA to carry out its food management responsibilities.

3. Although a Memorandum of Understanding may be negotiated in principle with an appropriate listing of facilities to be appended

later, the document will not be complete until lists are developed and attached, identifying the facilities with respect to which USDA and/or the State will have post-attack stock control.

4. Each Memorandum of Understanding must retain, under USDA jurisdiction and control, the processor stocks covered in 4-B-(1) of Exhibit A attached.

5. The Memorandum must state that USDA will retain responsibility post-attack for the facilities of food wholesalers (including chain store warehouses) and processors and will serve as claimant for materials, equipment, manpower, and services that may be needed post-attack by these food wholesalers and processors.

6. Annex 31 to the National Plan for Civil Defense and Defense Mobilization clearly provides that jurisdiction over in-transit food supplies is a USDA responsibility. Each Memorandum of Understanding should include a provision regarding in-transit foods patterned after the provision in the attached exhibits to assure complete understanding regarding these foods.

D. Optional Type of Memorandum of Understanding

If given the assurance indicated in paragraph B of this memorandum the State Government may be quite willing for USDA to assume responsibility for post-attack jurisdiction and control over all wholesaler and processor stocks. In any such situation the USDA State Defense Board is authorized to enter into an understanding with the State whereby USDA will retain post-attack responsibility for all wholesaler (including chain store warehouse~~s~~) stocks and for stocks of all processors except those whose distribution is primarily of a retail character, such as retail bakers, confectioners, and local milk distributors.

*from the principles
in the memorandum*

E. Attachments

There are attached two sample Memorandums of Understanding. Exhibit A is of a type which agrees to assign substantial control to the State Government post-attack. Exhibit B is of a type which retains virtually complete responsibility for post-attack stock management in USDA. If a Memorandum of Understanding can be completed with the State Government on the basis of either of the two exhibits without substantive changes, such a Memorandum of Understanding may be entered into without further review or concurrence by National Headquarters. However, if an understanding can be reached only with significant deviation ~~from these exhibits~~, the proposed modified Memorandum of Understanding should be submitted to the Special Assistant to the Secretary for approval.

F. Completed Memorandums of Understanding

The original and nine copies of every Memorandum of Understanding completed and signed should be submitted to the Special Assistant to the Secretary. Photocopies are acceptable except for the original which must bear the actual signatures of the USDA State Defense Board Chairman and the appropriate official of the State Government.

G. Relationship to Understandings Already Reached

Understandings already reached with a State need not be revised if they are consistent with this Memorandum. On the other hand, there is no objection to the State Government being provided with the information contained in this Memorandum or its Exhibits.

H. Modification of Instructions

Instructions contained in the USDA State Defense Handbook, in the USDA State Defense Board INFO Memorandums, or in other documents not consistent with this Memorandum shall be rescinded or modified as appropriate.

EXHIBIT A to USDA State Defense Policy

Memorandum No. 4

MEMORANDUM OF UNDERSTANDING
on the Federal-State Division of Post-Attack
Food Management Responsibilities

1. Purpose. The purpose of this Memorandum of Understanding is:

A. To provide an understanding between the U. S. Department of Agriculture (USDA) and the State of _____ as to the emergency management of food stocks following a national emergency caused by ~~nuclear~~ ^{enemy} attack;

B. To provide a means for enhancing the survival of the citizens of the State of _____ through the orderly management of food supplies to support State food rationing in an emergency period;

C. To give recognition to the principle that certain food stocks are part of a national supply and must be available as such to accomplish the most equitable distribution possible under conditions of post-attack emergency;

D. To foster close working relationships between USDA and the State of _____ in both the pre-emergency and post-^{attack} emergency periods;

E. To form a basis for eliciting the cooperation and assistance of the food industry in ^{the} ~~its~~ planning to cope with a national emergency; and

F. To facilitate the carrying out of the responsibilities assigned to USDA and the States by the National Food Plan (Annex 31 to the National Plan for Civil Defense and Defense Mobilization.)

2. Emergency Food Management Objectives of USDA. In retaining control of certain food stocks within the State, it is the USDA objective and intent to provide the State and its citizens with an appropriate share of those stocks under emergency conditions. Moreover, in the management of food supplies at locations outside the State, it will be the USDA objective and intent to utilize such foods in such manner as to meet the needs of all survivors, including those in the State of _____.

3. Scope. This Memorandum of Understanding pertains to the management responsibility for food stocks of wholesalers ^(including chain store warehouses) and processors located in the State of _____. It provides a basis for both pre-emergency planning and the management in a post-attack period of food stocks of ^{such} wholesalers and processors.

4. Understandings Reached. Discussions between duly authorized representatives of the State of _____ and of USDA have resulted in the following understandings:

A. Wholesaler Food Stocks of Wholesalers (Including Chain Store Warehouses)

(1) USDA. It is understood that USDA shall retain post-attack ^(including chain store warehouses) distribution control of the food stocks of wholesalers in the State which do an annual business in excess of \$500,000 if in a metropolitan area or in excess of \$250,000 if in any other location, and which wholesalers:

- a. Distribute food to customers in any other State;
- b. Distribute food, except bread or milk, to any military installation on other than an occasional or incidental basis; or
- c. Distribute food in foreign commerce, or to ships^o stores or to establishments which furnish such stores.

(2) State. It is understood also that the food stocks of whole-salers ^(including chain store warehouses) not identified pursuant to 4-A-(1) shall be for post-attack distribution control by the State of _____. Such distribution shall be at a rate which, together with other foods available, will not result in an amount in excess of that necessary to meet the National Emergency Food Consumption Standard.

B. Processor Food Stocks.

(1) USDA. It is understood that the finished food stocks of all food processors shall be for the post-attack distribution control of USDA, except those in (2) below which shall be for post-attack distribution control by the State of _____.

(2) State.

- a. Processors of non-federally inspected meat and poultry;
- b. Retail bakeries (those distributing through less than 10 retail outlets);
- c. Confectioners, soft drink bottlers, ice cream plants, manufacturers of such specialty snack items as potato chips, corn chips, etc., and others whose distribution primarily is in the local trading area;
- d. Handlers of fresh fish;
- e. Plants distributing fluid milk and highly perishable dairy products whose annual business is less than \$250,000;
- f. Handlers of shell eggs whose annual business is less than \$150,000; and

- g. Wholesale bakeries (including retail bakeries distributing through 10 or more retail outlets), terminal market repackers of potatoes and onions and pre-peelers of potatoes, distributors of fluid milk and highly perishable dairy products whose annual business is \$250,000 or more, and handlers of shell eggs whose annual business is \$150,000 or more, who do not (i) distribute to customers in another State, (ii) distribute food to any military installation (except for bread or milk) on other than an occasional or incidental basis, or (iii) distribute food for export or to ships⁰ stores or to establishments which furnish such stores.

Distribution of such food stocks of processors shall be at a rate which, together with other foods available, will not result in an amount in excess of that necessary to meet the National Emergency Food Consumption Standard.

C. Listing of Facilities. It is understood that the wholesaler[^] and processor facilities whose stocks are assigned pursuant to the preceding subsections A and B hereof for distribution control by the State of _____ and by USDA, respectively, will be identified individually and listed separately; and that such lists will be attached to and become part of this Memorandum of Understanding.]

D. Emergency Reassignment of Control. It is understood that USDA must reserve the right to retain responsibility and control post-attack of the food stocks of some of the wholesalers^(including chain store warehouses) and processors whose food



stocks are assigned to the State of _____ pursuant to sections 4-A and 4-B hereof, if such stocks are needed urgently for a military or other priority claimant or for another State in more dire circumstances. It is understood also, however, that should this necessity arise, the action will be preceded if possible by consultation with the State of _____, and that in any event the needs of its surviving population will receive equitable consideration.

E. Food in Transit. It is understood that food in transit is part of the national food reserve and subject to management by USDA.

However, both State and Federal authorities will make every possible effort to facilitate its continued movement to destination as provided by the National Food Plan.

F. Facilities and Claimancy. It is understood that USDA will retain responsibility post-attack for facilities and will serve as claimant for materials, equipment, manpower and services that may be needed post-attack by food wholesalers (including chain store warehouses) and processors.

5. Modification of Understandings. In the event that future developments require modifications of the understandings summarized herein, representatives of the State of _____ and USDA will hold such discussions as are necessary to arrive at informal mutual agreement concerning necessary changes. Such changes will be summarized and subscribed to as addenda to or revisions of this Memorandum of Understanding.

1. The first part of the report discusses the general situation of the country and the progress of the work in the various departments. It also mentions the results of the recent elections and the state of the economy.

2. The second part of the report deals with the internal affairs of the country, including the administration of justice, the education system, and the health services. It also mentions the progress of the various public works projects.

3. The third part of the report discusses the external affairs of the country, including the relations with the neighboring countries and the international community. It also mentions the progress of the various diplomatic missions.

4. The fourth part of the report deals with the financial situation of the country, including the state of the treasury, the public debt, and the progress of the various financial reforms.

5. The fifth part of the report discusses the social situation of the country, including the progress of the various social reforms, the state of the labor movement, and the progress of the various social welfare projects.

6. The sixth part of the report discusses the progress of the various public works projects, including the construction of roads, bridges, and railways, and the progress of the various irrigation projects.

7. The seventh part of the report discusses the progress of the various educational projects, including the construction of schools, the progress of the various educational reforms, and the progress of the various research projects.

8. The eighth part of the report discusses the progress of the various health projects, including the construction of hospitals, the progress of the various health reforms, and the progress of the various research projects.

9. The ninth part of the report discusses the progress of the various social welfare projects, including the construction of social housing, the progress of the various social welfare reforms, and the progress of the various research projects.

10. The tenth part of the report discusses the progress of the various diplomatic missions, including the progress of the various negotiations, the progress of the various conferences, and the progress of the various international organizations.

11. The eleventh part of the report discusses the progress of the various financial reforms, including the progress of the various tax reforms, the progress of the various public debt reforms, and the progress of the various financial institutions.

12. The twelfth part of the report discusses the progress of the various social reforms, including the progress of the various labor reforms, the progress of the various social welfare reforms, and the progress of the various social movements.

13. The thirteenth part of the report discusses the progress of the various educational reforms, including the progress of the various school reforms, the progress of the various university reforms, and the progress of the various research institutions.

14. The fourteenth part of the report discusses the progress of the various health reforms, including the progress of the various hospital reforms, the progress of the various medical research institutions, and the progress of the various health movements.

15. The fifteenth part of the report discusses the progress of the various public works projects, including the progress of the various road projects, the progress of the various bridge projects, and the progress of the various railway projects.

_____, 1962

Chairman, _____ USDA
State Defense Board

CONCURRENCE

_____, 1962

(Title)

State of _____

B

MEMORANDUM OF UNDERSTANDING
on the Federal-State Division of Post-Attack
Food Management Responsibilities

1. Purpose. The purpose of this Memorandum of Understanding is:
 - A. To provide an understanding between the U. S. Department of Agriculture (USDA) and the State of _____ as to the emergency management of food stocks following a national emergency caused by ~~nuclear~~ ^{enemy} attack;
 - B. To provide a means for enhancing the survival of the citizens of the State of _____ through the orderly management of food supplies to support State food rationing in an emergency period;
 - C. To give recognition to the principle that certain food stocks are part of a national supply and must be available as such to accomplish the most equitable distribution possible under conditions of post-attack emergency;
 - D. To foster close working relationships between USDA and the State of _____ in both the pre-emergency and post-^{attack} ~~emergency~~ periods;
 - E. To form a basis for eliciting the cooperation and assistance of the food industry in ^{the} ~~its~~ planning to cope with a national emergency; and
 - F. To facilitate the carrying out of the responsibilities assigned to USDA and the States by the National Food Plan (Annex 31 to the National Plan for Civil Defense and Defense Mobilization.)



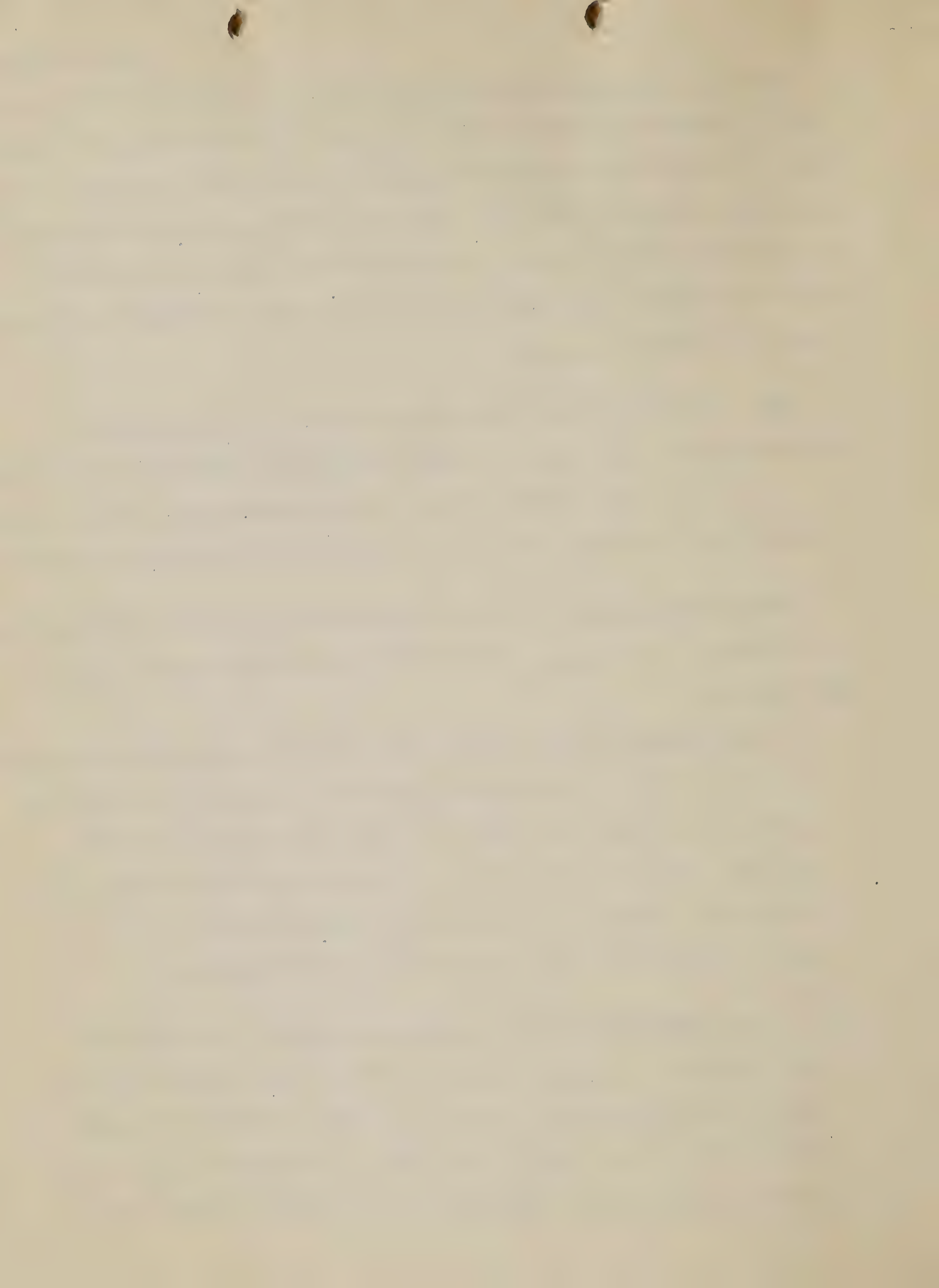
2. Emergency Food Management Objectives of USDA. In exercising distribution control of certain food stocks within the State, it is the USDA objective and intent to provide the State and its citizens with an appropriate share of those stocks under emergency conditions. Moreover, in the management of food supplies at locations outside the State, it will be the USDA objective and intent to utilize such foods in such manner as to meet the needs of all survivors, including those in the State of _____.

3. Scope. This Memorandum of Understanding pertains to the management responsibility for food stocks of wholesalers ^(including chain store warehouses) and processors located in the State of _____. It provides a basis for both pre-emergency planning and the management in a post-attack period of food stocks of ^{such} wholesalers and processors.

4. Understandings Reached. Discussions between duly authorized representatives of the State of _____ and of USDA have resulted in the following understandings:

A. Responsibility for Food Stocks. It is understood that USDA will retain all responsibility for post-attack distribution control of the food stocks of wholesalers ^(including chain store warehouses) and of all processors except those in the categories described in Item B which follows. It is understood also that USDA will exercise such control in full cooperation with the State of _____ and in consideration of the needs of its surviving population.

B. State Control of Certain Processor Food Stocks. It is understood that the State of _____ will assume responsibility for ^{post-}attack distribution control of food in all retail positions, including retail stores, hotels, schools, restaurants, institutions (except Federal institutions), and homes and for the food stocks of processors such as



confectioners, delicatessens, local fluid milk distributors, retail bakers, and others whose distribution in any case is retail in nature and subject to rationing.

C. Distribution of Food. It is understood that food stocks from sources under distribution control of the State of _____ and such foods as may be made available to the State of _____ by USDA, shall be distributed at a rate which will not result in an amount in excess of that necessary to meet the National Emergency Food Consumption Standard.

D. Food in Transit. Food in transit is understood to be part of the national food reserve and subject to USDA management. It is understood also that both State and Federal authorities will facilitate its continued movement to destination to the extent possible, as provided by the National Food Plan.

E. Identification of Facilities. It is understood that, in the interest of the welfare of its surviving population, the State of _____ will assist USDA as necessary and possible in the identification and listing of food wholesalers and processors whose stocks would be important in the post-attack period.

F. Facilities and Claimancy. It is understood that USDA will retain responsibility post-attack for facilities and will serve as claimant for materials, equipment, manpower, and services that may be needed post-attack by food wholesalers (including chain store warehouses) and processors.

5. Modification of Understandings. In the event that future developments require modifications of the understandings summarized herein, representatives of the State of _____ and USDA will hold such discussions as are necessary to arrive at informal mutual agreement concerning necessary changes. Such changes will be summarized and subscribed to as addenda to or revisions of this Memorandum of Understanding.

_____, 1962

Chairman, _____ USDA
State Defense Board

CONCURRENCE

_____, 1962

(Title)
State of _____

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

5 16-62

USDA STATE DEFENSE POLICY MEMORANDUM NO. 65

Working Relations Between the ASCS Area Offices and the Regional
Liaison Representatives on Defense

The Defense Services Staff will keep both the ASCS Area Offices and the Regional Liaison Representatives informed on defense activities in the field. In this way, both RLRs and Area Directors and members of their staff will have background to advise and assist USDA State Defense Board Chairmen when they make field contacts. However, in working with the State Board Chairmen, RLRs and Area Directors will emphasize the following:

1. Area Directors

ASCS Area Directors are responsible for helping State Defense Board Chairmen to arrange their time to carry out Defense Board responsibilities along with their other regular work. The Defense Services Staff will request assistance of the Area Director in encouraging progress by any State Board which may be falling behind or which may be having difficulty in carrying out priority assignments. Each Area Director will advise the Defense Services Staff regarding any problems on defense which may come to his attention.

The Defense Services Staff will work through the appropriate Area Director's Office in providing technical assistance to the ASCS Executive Directors (State Board Chairmen) in planning for implementation of farm production goals and programs in an emergency, analyzing production capability, developing programs for salvaging and storing food on farms and rehabilitating facilities and farm land.

2. Regional Liaison Representatives

USDA RLRs will provide technical assistance to USDA State Defense Board Chairmen on matters resulting from liaison which the RLRs maintain with the Office of Emergency Planning, Office of Civil



Defense of the Department of Defense, and representatives of other Federal agencies at the regional level.] Regional representatives of OEP, OCD and other Federal agencies will contact USDA State Board Chairmen only through the RLR. RLRs will advise State Boards regarding plans which tie into emergency responsibilities of the RLRs such as procedures for submitting requirements for non-food requisites in an emergency. The RLRs will provide technical assistance to the State Board Chairmen in interpreting and carrying out planning instructions issued by USDA national headquarters through Handbooks and other media.

3. Supersedure

This memorandum supersedes USDA State EPC Info Memorandum No. 3. (This is not to be confused with the recent USDA State Defense Policy Memorandum No. 3.)

Robert T. Reed

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

5-18-62

USDA STATE DEFENSE POLICY MEMORANDUM NO. 6

Office of Emergency Planning Food Management Program for State
and Local Governments

The Office of Emergency Planning has prepared an Organization and Planning Guide for the use of State and local government personnel in the emergency management of resources. We have reviewed the contents of this material, and in the event you are contacted about this Guide, you will find that the instructions it contains are generally consistent with the material in the National Food Plan and USDA State and County Handbooks and other defense planning documents used in your program.

In carrying out this program, food task groups are to be established by State and local governments. You and members of your USDA State Defense Board may consult with these task groups upon request, but you are to serve in an advisory capacity only. In consultation with such task groups, USDA personnel should not obligate themselves to carry out any non-USDA assignments in an emergency.

Please report any consultations in your minutes or quarterly reports. Indicate particularly whether work of the task groups recognizes USDA food responsibilities and provisions of the food agreement with State government.

Robert S. Read



6-30-62
y E. m.
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 15, 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 6, REVISED

Office of Emergency Planning Food Management Program for
State and Local Governments

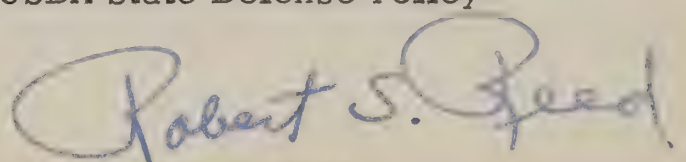
The Office of Emergency Planning has prepared an Organization and Planning Guide for the use of State and local government personnel in the emergency management of resources. The Appendix to this Guide is particularly important to us as it contains a section on food. We have reviewed the contents of this material, and in the event you are contacted about the Appendix to the Guide, you will find that the instructions it contains are generally consistent with the material in the National Food Plan and USDA State and County Handbooks and other defense planning documents used in your program.

In carrying out this program, food task groups are to be established by State and local governments. It is desirable that USDA Defense Board members work with these task groups in an advisory capacity only. However, the food management member of the USDA State Defense Board may serve as a member of a food task group established by State government if membership is requested. Under no circumstances may USDA personnel obligate themselves to carry out State or local government assignments in an emergency.

If the USDA personnel working with or serving as members of food task groups of State government do not have copies of the Appendix to the Organization and Planning Guide issued by the Office of Emergency Planning at the national level, the USDA State Board Chairman may obtain the material from USDA national headquarters.

Please report any activity with the task groups in your minutes or quarterly reports. Indicate particularly whether work of the task groups recognizes USDA food responsibilities and provisions of the food agreement with State government.

This memorandum completely supersedes USDA State Defense Policy Memorandum No. 6 of May 18, 1962.



Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 19 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 6, REVISED

Supplement 1

Office of Emergency Planning Resource Management
Program for State and Local Governments

The purpose of this supplement is to clarify the relationship of the Office of Emergency Planning (OEP) Resource Management Program for State and Local Governments to the USDA emergency food planning program, especially the food management portion thereof.

Secretary's Memorandum No. 1489 assigns USDA responsibilities for pre-emergency planning delegated by Executive Order 10998, and emergency operations to USDA agencies at the National level. It further specifies organization and assignments at regional, State, and county levels. Nationally, pre-emergency planning responsibility relating to emergency management of food supplies from the farm through the wholesale level is delegated to the Agricultural Marketing Service, and guidance with respect to field operations in this area is provided by the Food Management Chapters of the State and County Defense Operations Handbooks. Chapter V (Par. 537 4-4a-with Exhibit 7) of the State Handbook establishes the Memorandum of Understanding as the cooperative document in accordance with which transfer of distribution control of food stocks from USDA to State Governments should be effected. State authority for management of food stocks of certain wholesalers and processors is derived from transfer of some portion of Federal authority mutually agreed to and documented by a Memorandum of Understanding.

The OEP Resource Management Program, discussed in USDA State Defense Policy Memorandum No. 6, Revised, does not replace the USDA food management planning program established by documents cited above. Instructions in its food section, as pointed out in Memorandum No. 6, are consistent with USDA defense planning policies and documents. The mission of the food task groups to be established by State and local governments pursuant to the OEP Resource Management Program will be to assist these governments in achieving readiness to carry out State and local emergency responsibilities should this become necessary. This program is a part of the over-all National Plan.]

29
Policy Memorandum No. 6, Revised, of June 26, 1962, provides the guidance to be followed by the USDA State Defense Boards in cooperating with the State food task groups. In working with State and local task groups in carrying out the functions stipulated therein, constant emphasis should be placed on securing a clear recognition of the respective responsibilities

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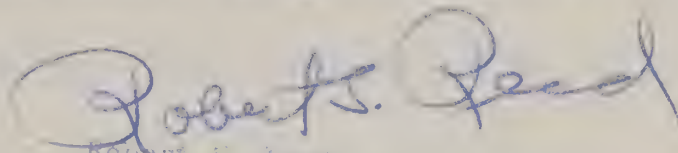
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of State and local governments and of USDA for food stocks of processors and wholesalers as provided in the Memorandums of Understanding. In fact, the Memorandum of Understanding between the USDA and the State is the indispensable part of any State Resource Management Program for food above the retail level.

A handwritten signature in blue ink, reading "Robert S. Reed". The signature is fluid and cursive, with a large initial "R" and "S".

Robert S. Reed

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

OBSOLETE
*State Refers
Memo 9*

June 1, 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 7

Assignment and Coordination of Natural Disaster
Responsibilities in USDA

Attached is Secretary's Memo 1502 - "Assignment and Coordination of Natural Disaster Responsibilities in USDA."

A significant feature of this memorandum is the establishment of a central point in the Secretary's office where information can be obtained on all of the disaster and emergency programs of USDA. This central point is the Special Assistant to the Secretary on Defense who is responsible to the Secretary for coordinating and facilitating all USDA natural disaster program operations.

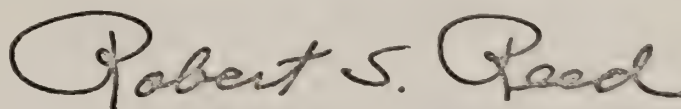
The Secretary's Memo establishes a closer link between the USDA Defense Boards and USDA Disaster Committees in order that experience gained in natural disaster may be useful in building a capability to handle defense responsibilities.

The role of the Chairman of the USDA State or County Defense Board as executive secretary of the USDA State or County Disaster Committee is explained in paragraph 18 of the Secretary's Memo. Although the Disaster Committee is regarded as a subcommittee of the Defense Board, the composition of the Disaster Committee remains as it was and the Disaster Committee retains the authorities and functions previously performed.

The function of the Chairman of the USDA State Defense Board as a focal point for natural disaster and other emergency information is described in paragraph 4 of the Secretary's Memo. Except for his responsibilities as a focal point for information on all USDA emergency activities in the State, the State Defense Board Chairman will not have direct responsibility for any disaster program except those programs for which he has responsibility in his agency capacity.

Individual agencies of USDA will carry out natural disaster operations as assigned in the Secretary's Memo. It is the responsibility of agency members of the Defense Boards to keep the Defense Board Chairmen informed.

Information on natural disasters originating with the area office of the Office of Emergency Planning will come to the State Defense Boards through the RLR's.

A handwritten signature in dark ink, reading "Robert S. Reed". The signature is written in a cursive style with a large, looping initial "R".

Robert S. Reed

Special Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

May 28, 1962

SECRETARY'S MEMORANDUM NO. 1502

Assignment and Coordination of Natural Disaster
Responsibilities in USDA

SECTION 1 - GENERAL

1. PURPOSE. This Memorandum outlines the natural disaster and emergency responsibilities of the Department of Agriculture and the organization for carrying them out at the National, regional, State and county levels. It establishes a central point within the Department for assembly of information relative to natural disasters and for overall coordination of the natural disaster programs. It assigns major natural disaster functions to USDA agencies doing related work. It provides for use of the experience gained in dealing with natural disasters in building a capability to handle USDA defense responsibilities.

2. SUMMARY OF USDA NATURAL DISASTER AND EMERGENCY RESPONSIBILITIES. The Department of Agriculture has the following natural disaster program responsibilities:

- a. Provide assistance where needed to assure safe and adequate food in natural disaster areas;
- b. Provide assistance to farmers in maintenance of their livestock and repair of damage to farms;
- c. Salvage of agricultural commodities and facilities affected by the natural disaster;
- d. Provide credit where not available from other sources for restoration of farms and farm facilities and for continuing normal farming operations;
- e. Control of plant diseases and insect infestations;
- f. Control of contagious and infectious livestock diseases;

- g. Perform emergency measures necessary to suppress fires on or adjacent to National forests and provide aid in suppressing other rural fires;
- h. Extend credit and provide technical assistance for restoration of electric and telephone service by REA financed systems;
- i. Give technical advice on emergency protection and rehabilitation;
- j. Provide and encourage utilization of insurance of crop investments against loss from the many natural hazards beyond the farmer's control.

SECTION 2 - COORDINATION AND LIAISON

3. NATIONAL LEVEL. The Special Assistant to the Secretary on Defense (referred to hereafter as Special Assistant) is responsible to the Secretary for coordinating and facilitating operations of natural disaster programs of USDA. This includes maintaining liaison with executive departments and the Congress with respect to natural disaster matters. Each agency shall inform the Special Assistant of requests for its programs and of the commencement, scope, and termination of any program which is undertaken by the agency. Within the broad general guidance and coordination provided, each agency will continue to carry out its own program responsibilities. The Special Assistant may call on the USDA National Defense Board to provide needed advice.

4. STATE LEVEL. In order to provide a point of contact in each State where information will be available on USDA agency operations with respect to natural disasters or other emergency programs, each USDA agency which administers such programs through offices within the State shall advise the Chairman of the USDA State Defense Board of program actions undertaken in that State with respect to any disaster or emergency. Agencies which operate emergency programs from area offices or through agreements with State Government agencies shall utilize other available means of keeping the appropriate USDA State Defense Board Chairman advised of disaster or emergency actions undertaken. The USDA State Defense Board Chairman will assist in the exchange of such information between USDA agencies and other Government agencies which have need for the information. Other USDA agency representatives who receive inquiries in connection with overall USDA disaster activities within the State shall refer such inquiries to the Chairman. Except for his responsibilities as a focal point for information on all USDA emergency activities, the State Defense Board Chairman will not have direct

responsibility for the administration of any natural disaster program except those programs for which he has responsibility in his agency capacity.

SECTION 3 - ASSIGNMENTS OF RESPONSIBILITIES TO AGENCIES

5. AGRICULTURAL MARKETING SERVICE. The Agricultural Marketing Service is responsible for the following functions in connection with natural disasters:

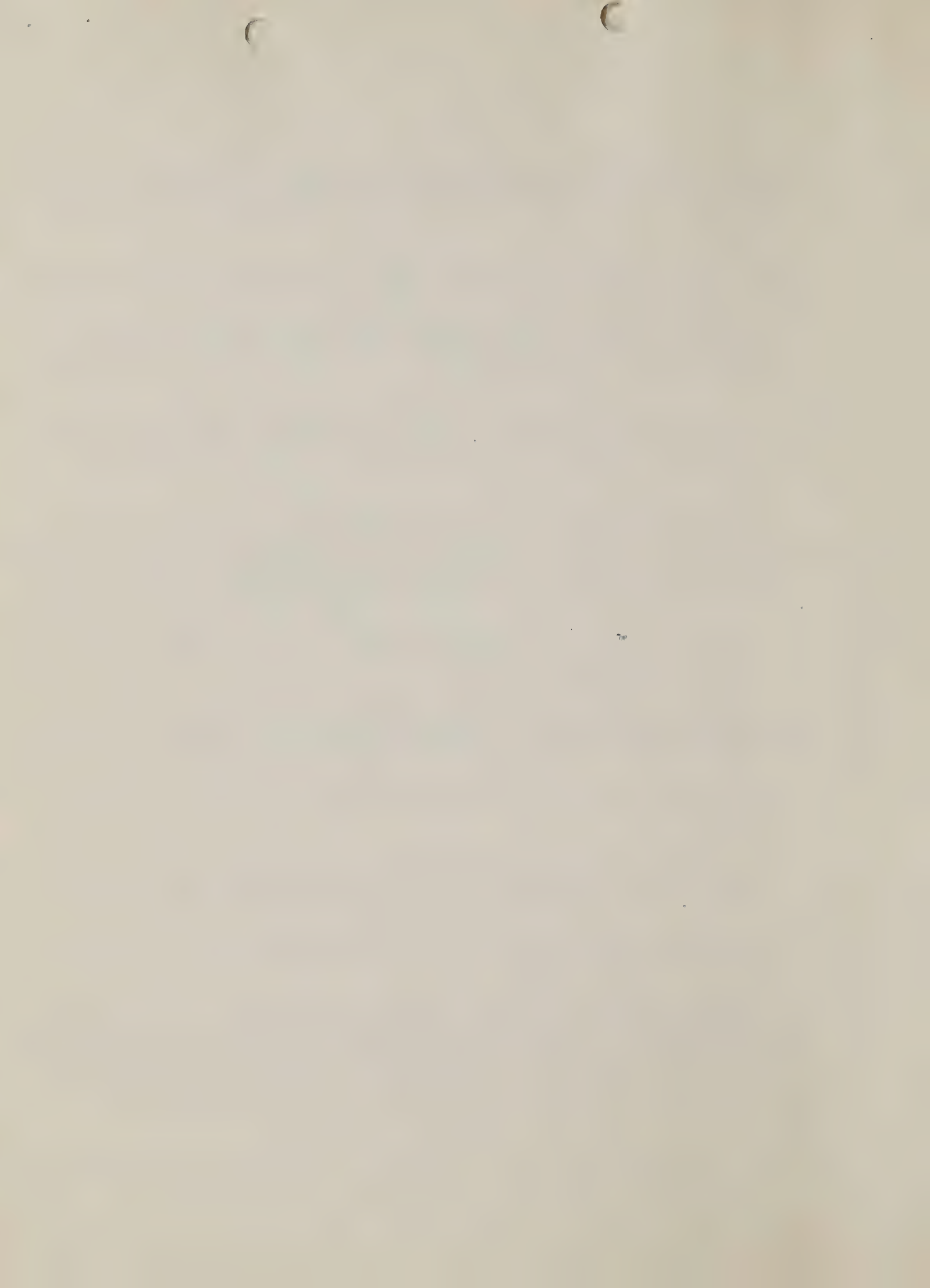
- a. Arrange for release of foods available for direct distribution programs for use in feeding needy persons under emergency or disaster conditions;
- b. Assist, as appropriate, in obtaining freight rate reductions to facilitate the movement of necessary hay and feed supplies to areas affected by natural disasters or in the movement of livestock from such areas to other areas where adequate pasture or forage exists;
- c. Carry out programs necessary to assure a wholesome supply of poultry and poultry products.

6. AGRICULTURAL RESEARCH SERVICE. The Agricultural Research Service is responsible in natural disasters for the operations covering:

- a. Control of animal and plant diseases and insects (except forest pests);
- b. Carry out necessary control measures to eradicate or prevent spread of such plant and animal diseases and insect infestations;
- c. Carry out programs necessary to assure a wholesome supply of meat and meat products.

7. AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. The Agricultural Stabilization and Conservation Service is responsible in case of natural disasters for programs relating to farm production of crops and livestock affected and for necessary measures for conservation and restoration of farmland including:

- a. Donation of CCC-owned feed grain to provide relief for livestock when needed as a result of a disaster;
- b. Sale of CCC-owned feed grain in designated emergency areas;
- c. Authorization of grazing or haying on conservation reserve acres or other acres under supply-adjustment programs;



d. Provision for emergency conservation measures to control severe wind damage of farmland or to rehabilitate farmlands damaged by wind erosion, floods, hurricanes, and other natural disasters;

e. Emergency wildlife feeding assistance and provision of measures for protecting farm crops from heavy concentrations of migratory water-fowl and protecting both migratory and resident wildlife.

8. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for providing advice to farmers on cleanup of damage property, sanitary measures, water supply and sewage disposal, insect infestations, disaster-caused power failures, feed and water for livestock and many other problems of safety and welfare that accompany a major disaster.

9. FARMERS HOME ADMINISTRATION. The Farmers Home Administration is responsible for making emergency loans available to farmers in areas designated by the Secretary upon his finding that natural causes have created a need for agricultural credit which cannot be met temporarily by responsible local sources. Emergency loans may be made to enable farmers to resume their normal farming operations, including the rehabilitation and repair of farm facilities, the purchase of feed for livestock, farm operating and living expenses, and for other related purposes.

The Farmers Home Administration is also responsible for recommending to the Secretary, in accordance with established procedures, the designation of natural disaster areas in which emergency loans may be made. The Special Assistant and State and County USDA Defense Board chairmen should be informed by FHA of emergency loan designations as they are made.

10. RURAL ELECTRIFICATION ADMINISTRATION. The Rural Electrification Administration is responsible for providing credit, advice, and technical assistance on restoration of electric power and telephone service.

11. FOREST SERVICE. The Forest Service responsibilities in a natural disaster include:

a. Assistance to the States in control of forest fires including providing trained overhead suppression forces, equipment, materials, and supplies as may be required to meet the emergency;

b. Provide fire control on National forest and adjacent lands;

- c. Provide emergency forest pest control on National forests and, in cooperation with State agencies, on State and privately-owned forest lands;
- d. Provide assistance, including use of equipment, materials, and supplies in flood, hurricane and other similar disasters.
- e. Restore facilities and perform other emergency measures on National forest lands damaged by natural disasters.

12. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for providing technical assistance in the rehabilitation of disaster-damaged agricultural lands, emergency protection against high water, loan of heavy earth-moving equipment, and assistance in transportation problems when major highways cannot be used.

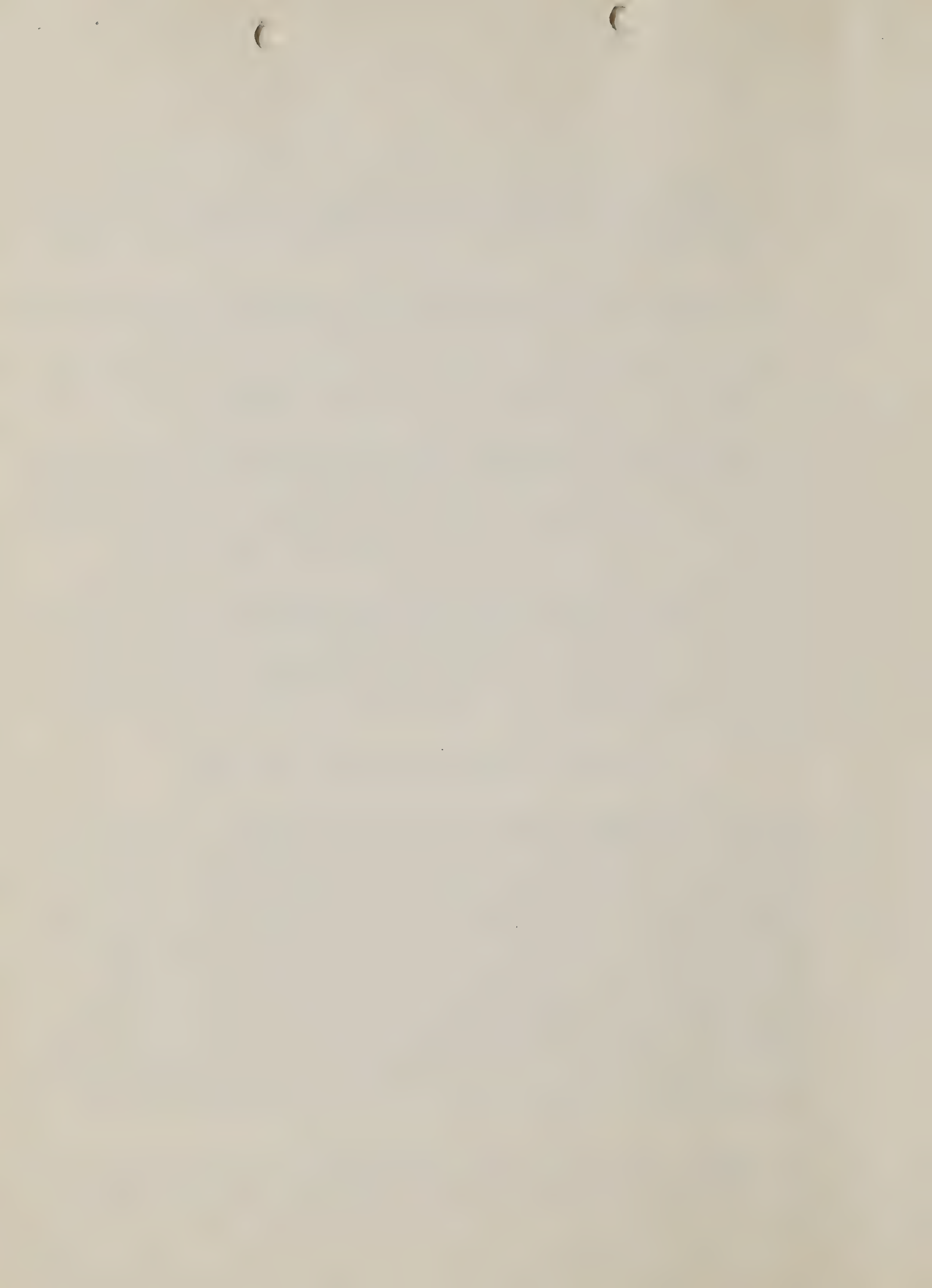
13. FEDERAL CROP INSURANCE CORPORATION. The Federal Crop Insurance Corporation is responsible for providing immediate service to insured farmers through indemnity checks when natural disasters destroy their crops and providing farmers through its insurance guarantees a risk-sharing way to strengthen their financial and credit status following natural disasters.

SECTION 4 - PROGRAM ADMINISTRATION

14. AGENCY PROGRAMS. Each of the USDA agencies assigned natural disaster responsibilities under Section 3 shall develop and maintain the appropriate program or programs needed to carry out these assignments. The administrative channels and procedures established to carry out assigned defense responsibilities shall be utilized to the extent feasible. Whenever possible, the agency representative with responsibility for the agency program in a defense emergency should also direct or coordinate agency responsibilities relative to natural disasters in the same area. Natural disaster operations should be utilized to develop a capability to meet a National defense emergency and programs and procedures developed to handle natural disaster shall, to the maximum extent possible, be the same plans or adaptations of the plans to be used in a defense emergency.

15. NATURAL DISASTER REQUESTS TO USDA FIELD OFFICES. Any USDA county or other field office employee receiving a request for natural disaster assistance shall refer such a request:

- a. If within his own agency's area of responsibility, to the agency's county, State, or National office, as appropriate;



- b. If outside of the area of responsibility of his own agency, to the responsible agency official.

Each agency official operating at the county or local level is responsible for keeping the Chairman of the USDA County Defense Board advised of natural disaster activities of his agency within the county.

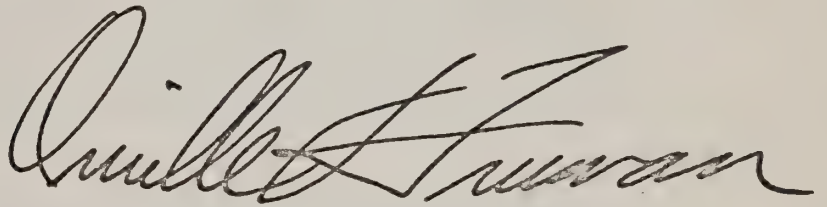
16. LIAISON WITH OEP AREA OFFICES. Liaison with the Area Offices of the Office of Emergency Planning (OEP) relative to natural disasters shall be provided by the USDA Regional Liaison Representatives following directions from the Special Assistant. These USDA Regional Liaison Representatives will serve as a clearing house for exchange of information on requests for disaster assistance, but will not participate in the operation or direction of agency programs.

17. LIAISON WITH OTHER FEDERAL AGENCIES. The Office of the Special Assistant shall have primary responsibility for maintaining and coordinating liaison with agencies outside USDA at the national level on natural disasters.

18. STATE AND COUNTY USDA DISASTER COMMITTEES. All State and County USDA Disaster Committees are hereby established as subcommittees of the State and County Defense Boards. These natural disaster subcommittees shall continue to be called State and County USDA Disaster Committees and shall retain the authority and functions previously performed. The membership of the State USDA Disaster Committee shall comprise the Chairman, ASC State Committee, who shall also be chairman of the State USDA Disaster Committee, and the State Directors respectively of the Extension Service and the Farmers Home Administration. The County USDA Disaster Committee shall comprise the Chairman, ASC County Committee, who shall also be Chairman of the County USDA Disaster Committee, the County Extension Agent and the County Supervisor of the Farmers Home Administration. The Chairman of the State and County Defense Board respectively shall be the Executive Secretary of the State and County USDA Disaster Committee. The Executive Secretary of the State and County USDA Disaster Committee respectively shall be responsible for keeping members of the Defense Boards fully informed of requests for disaster assistance and of commencement, scope and termination of approved programs.

SECTION 5 - SUPERSEDEENCE OF EXISTING DIRECTIVES

19. SUPERSEDED DOCUMENTS. This Memorandum supersedes and cancels Secretary's Memorandum No. 1459, "Assignment of Responsibility for Disaster Relief and Distress Programs", and any parts of other documents which are inconsistent with this Memorandum.

A handwritten signature in cursive script, reading "Charles L. Furman". The signature is written in dark ink and is positioned above the printed title "Secretary".

Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 24 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 8

Distribution of Materials

The USDA defense activity in the field has progressed to a point where it is now necessary to revise our distribution of defense materials which originate with USDA national headquarters. This revision takes into account comments and suggestions received from the field.

Following is a revised distribution system for defense issuances to State and county levels of USDA:

A. Distribution at State Level. We will send sufficient copies of numbered defense memorandums, USDA defense handbooks and related materials as available to the USDA State Defense Board Chairman for distribution at the State level as follows:

A copy for the State Defense Board Chairman and a separate copy for each of the Board members.

A copy for ASCS support office files at the State level.

A copy for emergency office files at State level. (This copy will be deposited in emergency office files only if important for use in an emergency.)

Two copies for State civil defense director.

Two copies for flexibility in distribution - liaison, etc.

Copies for distribution to other supervisory personnel at the State level including ASCS Farmer Fieldmen, CES District Directors, FHA Area Supervisors and SCS Area Conservationists.

If USDA State Defense Board numbered memorandums and related materials are required for distribution to USDA employees in addition to those specified above, the agency member of the USDA State Defense Board should so indicate to his respective agency at national headquarters. Any such distribution will then be the responsibility of the appropriate agency and not the responsibility of the USDA State Defense Board Chairman.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

2. The second part of the document outlines the various methods and techniques used to collect and analyze data. It includes a detailed description of the experimental procedures and the statistical analysis performed.

3. The third part of the document presents the results of the study. It includes a series of tables and graphs that illustrate the findings of the research. The data shows a clear trend of increasing activity over time.

4. The fourth part of the document discusses the implications of the findings. It suggests that the results have significant implications for the field of study and may lead to further research in this area.

5. The fifth part of the document concludes the study. It summarizes the main findings and provides a final statement on the importance of the research.



- 2 -

B. Distribution at County Level. Sufficient copies of defense memorandums, handbooks and related materials for distribution at the county level will be sent to the USDA State Defense Board Chairman to provide an average of five copies for each county whenever this quantity is available. The USDA State Defense Board Chairman will see that this distribution is made with his own transmittal memorandum if necessary. This will permit coverage of County Defense Board members and a copy for files.

This memorandum supersedes USDA State Defense Board INFO Memorandum No. 28 which is the only previous memorandum on distribution of material not listed for discard in the USDA State Defense Board INFO Memorandum No. 70.

Attached is a list indicating the number of copies of material to be sent to each State Defense Board Chairman under this distribution system.

This memorandum should be retained for reference until further notice.

Robert S. Reed
Special Assistant to the Secretary

Attachment

1. The first part of the paper is devoted to a general discussion of the problem.

2. The second part is devoted to a detailed analysis of the results.

3. The third part is devoted to a discussion of the results.

4. The fourth part is devoted to a discussion of the results.

5. The fifth part is devoted to a discussion of the results.

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7. The seventh part is devoted to a discussion of the results.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 14 1964

USDA STATE DEFENSE POLICY MEMORANDUM NO. 8, SUPPLEMENT 1

Materials for State Civil Defense Directors

In Memorandum No. 8 we indicated that two copies of numbered defense memorandums, USDA defense handbooks and related materials were for your distribution to the State Civil Defense Director.

We have had some very fine compliments from some State Civil Defense Directors on how well USDA people keep them informed on our programs. They indicate that these materials plus the minutes of the USDA State Defense Board meetings are helpful to them. Unfortunately, there are a few states where either the State Civil Defense Director does not see material sent to him or our distribution system has broken down.

During the next few months there will be several supplements to USDA Defense Operations Handbooks revising USDA damage reporting and food management policies. It is extremely important that these be brought to the attention of State Civil Defense Directors and appropriate members of his staff. This is to urge that you take particular care to assure that this material reaches and is brought to the attention of the State Civil Defense officials. It may be well to inquire, when they next attend your State Defense Board meeting, if they have seen material you send to them.

Please let us know, if for any reason, the number of copies of numbered defense memorandums being sent to you are not sufficient to take care of the distribution at the State and/or county levels as provided in USDA State Defense Policy Memorandum No. 8.

A handwritten signature in blue ink, reading "Robert S. Reed". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Robert S. Reed
Assistant to the Secretary

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a summary of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a summary of the work done during the year.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 24 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 9

Complete Revision of USDA State Defense Operations Handbook

A revised edition of the USDA State Defense Operations Handbook was sent to the printer in June, lacking the food management chapter. The food management chapter has since been completed, and you will receive it at about the time that you receive the rest of the Handbook. The revised Handbook is designated Amendment 5, and the food management chapter and revised index are designated Amendment 6. Printing of the handbook material has been delayed at the Government Printing Office by pressure of other work but it is expected that copies will be in your hands on about September 1, 1962.

The format of the new Handbook differs primarily in the closer interweaving of the emergency and pre-emergency activities which formerly were in separate parts of the Handbook. It is still possible to clearly distinguish the emergency activities, but it is unnecessary to refer to two different parts of the Handbook to find information on a single subject. This action was taken in response to a suggestion from a field review group. Also in response to field suggestions, an alphabetical index has been added, some dividers are used, and parts, chapters, paragraphs, pages and exhibits are numbered consecutively throughout. Some gaps have been left in the Handbook in order to provide room for expansion.

Subject matter of the new Handbook is basically the same, although it contains some new material. Subject matter to be added later has been identified and this will be done as soon as possible.

The following USDA State Defense Policy Memoranda will be superseded by the revised Handbook:

- USDA State Defense Policy Memorandum No. 1 (Attachment may be retained if desired)
- USDA State Defense Policy Memorandum No. 2 (Attachment may be retained if desired)
- USDA State Defense Policy Memorandum No. 3
- USDA State Defense Policy Memorandum No. 4 (Superseded by the food management chapter)
- USDA State Defense Policy Memorandum No. 5
- USDA State Defense Policy Memorandum No. 7 (Retain attachment)



THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

LABORATORY OF PHYSICAL CHEMISTRY

REPORT OF EXPERIMENT

NO. 1

DATE

BY

NAME

NUMBER

INSTRUCTOR

ASSISTANT

TECHNICIAN

GRADUATE ASSISTANT

UNDERGRADUATE ASSISTANT

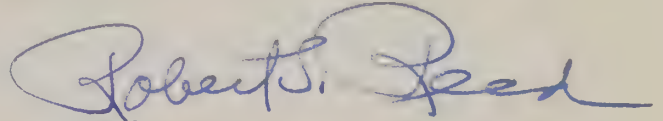
STUDENT

Please note that the former USDA State Defense Board handbook memorandum series has been discontinued. Henceforth, all State Handbook material will be transmitted by policy memoranda.

Enough copies of the Handbook (Amendments 5 and 6) are being provided to permit distribution according to the pattern prescribed in USDA State Defense Policy Memorandum No. 8. A similar number of copies of this memorandum also are being transmitted.

This Policy Memorandum No. 9 need not be retained after the necessary distribution has been made of the revised USDA State Defense Operations Handbook.

A similar revision of the USDA County Defense Operations Handbook will be prepared and issued in the fiscal year 1963.

A handwritten signature in blue ink, reading "Robert S. Reed". The signature is fluid and cursive, with a large initial "R" and a long, sweeping underline.

Robert S. Reed
Special Assistant to the Secretary



1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861.

The President states that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861, and to inform the Congress that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861.

The President also states that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861, and to inform the Congress that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861.

The President further states that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861, and to inform the Congress that he has the honor to acknowledge the receipt of the message from the President of the United States, dated January 1, 1861.

Very respectfully,
John F. Kennedy

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

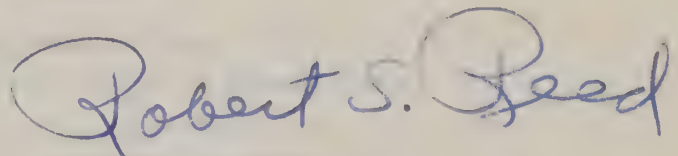
July 27 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 10

Policy on Distribution of Memorandums of Understanding

The number of approved memorandums of understanding between the various State governments and the United States Department of Agriculture on defense matters is gradually increasing. When a memorandum of understanding is approved, the USDA State Defense Board Chairman will arrange to distribute it to the USDA County Defense Boards in the State in sufficient quantity to cover the membership of the County Boards.

The State Board Chairman will ask each County Board Chairman (1) to discuss the memorandum of understanding in a County Board meeting and be sure that each member is familiar with its contents, and (2) to review the contents of the memorandum of understanding with appropriate officials of county or city governments and others who have a direct interest in the program.



Robert S. Reed

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

by Memo 20

October 25, 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 11

Actions in Relation to Defense Conditions

Attached are the major defense conditions preceding an emergency. We are now in Condition 3. You should file this attachment in your emergency records (Category AO-6). You will be informed promptly if the condition worsens.

1. Actions Under Defense Condition 3

You have been given instructions in your USDA State and County Operations Handbooks regarding emergency actions and the means of preparing to take the necessary action. In accordance with the guidance given to you, it is important that you:

- A. See that all Board members are familiar with the Handbooks and other instructions, including your records for use in an emergency.
- B. Make certain your Emergency State Office is ready for use and is as well equipped as possible (SDH 417). Your radio and emergency records should be available there. If a telephone is not available one should be installed at once.
- C. Determine that your succession of command is current (SDH 408).
- D. Check the staff roster of those assigned in accordance with SDH 405 to assist the State Board in an emergency and make sure that all are familiar with their assignments.
- E. See that each agency member on your Board has staff support to cope with emergency problems (SDH Paragraphs 409 and 410) and that each staff member knows his assignment and site of emergency operations.

F. Arrange for completion of the food understanding with State government if this has not already been done (SDH 534 and Exhibit 7).

G. Arrange for County Boards to check their preparation in the subjects outlined above. Emergency sites for county offices are generally ASCS county offices.

2. Actions Under Defense Conditions 2 and 1

Should the situation deteriorate into Defense Condition 2, you will be advised to inform your Board and staff members and arrange for a skeleton force to be at your Emergency State Office site. You will inform the County Board Chairmen.

Under Defense Condition 1 or if an official announcement is made that an attack appears imminent, your Emergency State Office will be completely manned as will other points of emergency operations in your State. At the county level, all personnel should be at the points of emergency operations to carry out their assignments. The Board will be assembled with the necessary staff. Monitors will be at their stations. All personnel at State and county levels will be in readiness to carry out emergency plans consistent with the State and County Handbooks and other instructions. All will be cautioned to take into account measures for personal survival.

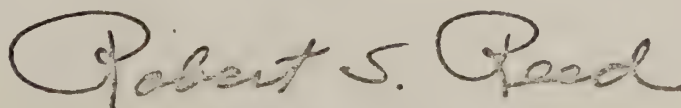
3. General

Sufficient copies of this memorandum are being provided for your normal distribution at the State level. Sufficient copies of the attachment are being sent to you so that you can distribute two to each county.

Individual USDA agencies will give separate instructions as necessary to their agency personnel consistent with this memorandum and the agency chapters of State and County Defense Handbooks.

This notification does not authorize any emergency action affecting the public.

Attachment



Robert S. Reed
Assistant to the Secretary

- DEFCON 1 - Maximum readiness of all levels of Government,
(Defense industry, and the public at large to take actions
Condition 1) on receipt of an AIR RAID WARNING.
- DEFCON 2 - Substantial step-up in readiness of the Executive
(Defense Branch of the Government. Actions to be taken
Condition 2) may include those which will have an impact on
other Governmental organizations, non-governmental activities, and the public. Measures taken may result in some modification of day-to-day operations and may include the relocation of personnel and supporting supplies and equipment and the diversion of resources into activities more directly related to emergency operations. Actions to be taken can be expected to come to public attention. State Governors will be notified and appropriate measures will be taken by State and local governments. AUTOMATIC actions programmed for this condition will be those for which the response can be controlled by the organization or for which the reaction can be accurately forecast and adverse results are not expected.
- DEFCON 3 - Moderate step-up of readiness within the Executive
(Defense Branch of the Federal Government. Actions taken
Condition 3) will be strictly internal; will result in little, if any, changes in day-to-day operations; will be of such a nature as NOT to come to public attention. Automatic actions programmed for this condition will be limited to administrative measures to increase organizational preparedness posture.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 31 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 12

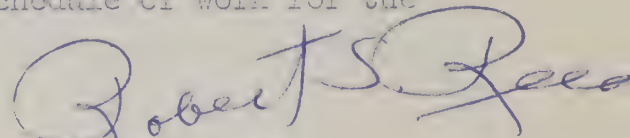
Attendance of National Office Representatives
at USDA State and County Defense Board Meetings

Chairmen of USDA State and County Defense Boards from time to time may wish representatives of this office or of USDA agencies having defense assignments to participate in their meetings to assist the Boards in their planning discussions. So that costs of travel out of the National Headquarters may be minimized, State Board Chairmen are asked to address requests for such assistance to me through the Defense Services Staff, DASCO-ASCS.

Representation from the National Headquarters can be provided most economically and efficiently if requests are made at least 30 days in advance of the meeting date. In many cases it will be possible to integrate travel to Board meetings with other travel if this advance notice is provided.

Full particulars concerning the date, time, and place of the meeting as well as the particular subject matter on which assistance is desired should accompany the request.

I have asked agency heads to give me or the Defense Services Staff similar advance notice if they wish their representatives to attend USDA Defense Board meetings. This will enable us to check with you to see if their attendance would interfere with your planned schedule of work for the particular meeting.



Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 19 1962

USDA STATE DEFENSE POLICY MEMORANDUM NO. 13

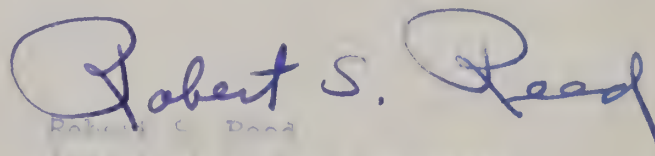
CHANGE IN USDA REGIONAL DEFENSE ORGANIZATION

There will be some reorganization of the USDA regional defense structure effective November 15, 1962, so that we can make the best use of our available resources.

After the above date, day-to-day pre-emergency liaison activity at the regional OEP-OCD offices will be conducted from USDA National headquarters. Any contacts which you may have relative to OEP-OCD regional offices or regional assignments should be referred to this office and will be handled by the Defense Services Staff of ASCS as a service to this office.

In an emergency, eight ASCS State Executive Directors, who are being separately notified, will be prepared to serve as USDA representatives at regional headquarters of the OEP and OCD (DOD). If cut off from National headquarters in an emergency because of a breakdown in communications, these USDA regional designees will serve as USDA Regional Defense Board Chairmen and will provide policy guidance to USDA State Defense Boards. USDA Regional Defense Boards will be composed of the present RLR Primary Agency Representatives, their alternates, and other staff already designated to assist them in an emergency. Such Regional Boards will become operative only in an emergency.

Details concerning this change will be incorporated in a revision of the defense handbooks and other material which you will receive in the future.


Robert S. Read
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

12-2762

USDA STATE DEFENSE POLICY MEMORANDUM NO. 14

Emergency Communications Facilities

Ability to communicate in an emergency is of primary importance to our readiness. This memorandum deals with the strengthening of communications capability of USDA State and County Defense Boards.

State Level

A few USDA Emergency State Offices have teletype equipment, but most do not. All USDA Emergency State Offices are or should be equipped with a telephone and a transistor radio receiver. In addition, it is our objective to make sure, as a minimum, that each Emergency State Office has access to teletype equipment or similar equipment located in the building which houses the ESO.

Each USDA State Defense Board Chairman is requested to take the following steps:

1. Arrange with State government for the use of State communications facilities in an emergency where this is possible. Special arrangements may be possible in some cases even if the ESO is not located in the same building with the State government emergency site.
2. Explore the possibility of having communications facilities of USDA agencies, such as the Forest Service, made available to the ESO during an emergency. Where these facilities involve radio transmission, it should be determined whether they have been approved for use in an emergency.
3. Contact the State Civil Defense Director and secure a listing of the amateur radio operators near the ESO who are a part of the Radio Amateur Civil Defense System, "RACES", and who may be contacted regarding their availability in an emergency.

4. Arrangements should be made with the telephone company to have USDA lines identified as essential service circuit so they can place, as well as receive, essential calls in an emergency.

5. Explore the possibility of using communications facilities of the General Services Administration and of other Federal agencies, some of which have major field installations near ESOs.

6. If you do not have teletype or similar facilities in your ESO and are unable to arrange for use of State government or other teletype equipment in the same building in an emergency, report this with a brief explanation by January 7, 1963. In this event, ASCS will consider the feasibility of installing teletype or similar equipment in your ESO. Be sure to report any other proposed communication actions which would involve expenditure of funds, since funds are limited.

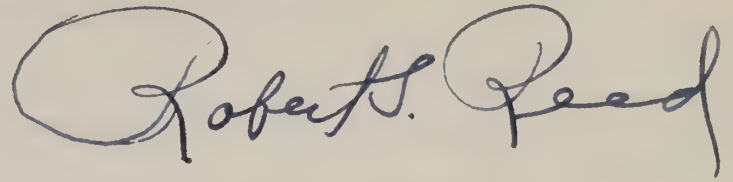
7. In your quarterly report due March 10, please summarize the communications capability in your ESO.

County Level

The aim on communications at the county level at this time is to equip the emergency site of the USDA County Defense Board (usually the ASCS County Office) with at least a telephone and radio receiver. Funds are not available at present to purchase a radio receiver for each county, so it may be possible for the County Board Chairman to arrange for a privately owned receiver to be available at the site of emergency operations.

Each County Defense Board Chairman shall survey other emergency communications possibilities. For example, local government offices, such as police or sheriffs' offices, may permit use of such facilities. This would be particularly useful where the emergency headquarters are located in the same building. Available facilities of USDA agencies in the county should also be explored. Amateur radio operators in the area may also be available through the County Civil Defense Director to assist the Board. Arrangements should be made with the utility systems, including electric, telephone, and gas, in each county for emergency assistance utilizing its mobile radio facilities. Further, arrangements should be made with the telephone company in each county to have essential service circuits identified for the placing, as well as receiving, of essential calls in an emergency.

Any ideas for improved communications at the county level which involve expenditure of funds should be referred to the State Defense Board Chairman.

A handwritten signature in dark ink, reading "Robert H. Reed". The signature is written in a cursive style with a large, looping initial "R" and a distinct "H" and "R" in the middle and end respectively.

DRAFT

HJSimons:smr

12/26/62

USDA STATE DEFENSE POLICY MEMORANDUM NO. 15

Radiological Monitoring Coordination and Coverage

Under provisions of Executive Order 10998, the Secretary is responsible *for providing information & evidence on monitoring +*
~~for protective measures, treatment and~~ handling of livestock, including *and their products*
poultry, agricultural commodities on farms or ranches, agricultural lands, forest lands, and water for agricultural purposes, any of which have been exposed to or affected by radiation. In the immediate post-attack period, radiological monitoring will be vital in the evaluation of effects of attack; protection of personnel and facilities; production, processing and distribution of food; rural fire defense; biological and chemical warfare defense; and other emergency programs of USDA.

Monitoring Assignments and Coordination

It is important that radiological monitoring be carefully coordinated to serve the interests of the entire Department. USDA monitoring programs should also be coordinated with groups outside the Department which have related responsibilities. The Agricultural Research Service is responsible *for organizing and directing*
for radiological monitoring work in USDA and for maintaining technical contacts with outside agencies and groups.

In the pre-emergency period ARS:

1. Arranges with OCD-DoD for the acquisition and disposition of monitoring equipment;

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF THE HISTORY OF ARTS

AND ARCHITECTURE

OFFICE OF THE DEAN

540 EAST 58TH STREET

CHICAGO, ILLINOIS 60637

TEL: 773-936-5000

FAX: 773-936-5001

WWW.HA.UCHICAGO.EDU

ADMISSIONS

GRADUATE

INQUIRY

2024-2025

APPLICATIONS

2. Provides general assistance to agencies of the Department in coordinating radiological monitoring and;
3. Develops and formulates guidelines for use in determining the most effective use of counter^{measures}~~parts~~ for production, processing, and distribution of agricultural commodities.

In an emergency, the ARS continues to have responsibility for the monitoring program.

ARS will utilize its own personnel to carry out these Department-wide responsibilities for radiological monitoring at national, regional and State levels. The ARS representative on the USDA State Defense Board will look to the SCS County Board member for assistance in discharging these broad responsibilities at the county level.

To insure necessary interrelations between radiological monitoring and defense work as a whole in USDA, ARS activity at the national level is subject to direction of the Special Assistant to the Secretary. At the regional level, the ARS representative will look to the designated defense representative of USDA for coordination, and at the State level he is subject to direction of the USDA State Defense Board Chairman. The SCS representative who has leadership responsibility for monitoring at the county level will receive direction from the County Board Chairman. USDA monitoring capability in the field will be coordinated with the other Federal agencies, State and local government and other groups with monitoring capabilities so the necessary exchange of information can be made in an emergency.

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Under the guidance of ARS (~~and SCS at the county level~~), ^{specialized} monitoring activities of the Department have been assigned to four agencies as follows:

ARS - Agricultural commodities in meat slaughtering and processing plants and public livestock marketing centers subject to continuing ARS inspection.

AMS - Poultry processing plants subject to continuing AMS inspection; agricultural commodities owned by CCC or USDA except on farms, ranches, or bin sites.

FS - Lands within national forest boundaries, including tracts of privately-owned intermingled farmland and all State and privately-owned forest land protected by the FS under cooperative agreements within and adjacent to the national forest.

SCS - Agricultural lands and waters, farm commodities stored or harvestable on farms, ranches, or bin sites and livestock safety.

It may be necessary to broaden ~~some of~~ ^{specialized} these assignments in ~~particular~~ ^{some} cases where this is necessary to improve monitoring coverage in particular counties.

Instructions for ~~continuing~~ ^{conducting} monitoring activity in pre-emergency and emergency periods are contained in USDA State and County Defense Operations Handbooks and in the USDA Radiological Monitoring Handbook.

ARS and other USDA agency representatives with monitoring assignments in the field will continue to receive technical guidance through agency channels. ARS will be informed of progress. Inquiries regarding progress at national and regional levels will be answered by ARS. At the State level, such inquiries will be referred to the ARS representative on the State Defense Board. At the county level, such inquiries will be answered by the SCS

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representative on the County Defense Board.

Monitoring Coverage

Each USDA State Defense Board Chairman will request the Chairman of each USDA County Defense Board to ascertain, with the help of his SCS Board member, the total radiological monitoring capability in the county. This should include monitoring capability of other Federal agencies, State and local government and other groups that might contribute information needed by USDA in an emergency. Significant monitoring deficiencies that exist in the county should be estimated.

Any concern about inadequate monitoring coverage in the county will be reported by County Board Chairmen to the Chairman of the State Defense Board along with a statement on the number of stations maintained by other Federal agencies, including the military, and by local government and other groups in the county. The ARS representative on the State Board will be asked to compile the results for the State and report to ARS in Washington by February 20, 1963. By the same date, each State Defense Board Chairman will send a copy to the Deputy Administrator, State and County Operations of ASCS (Attention: Disaster and Defense Services Staff).

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 1, 1963

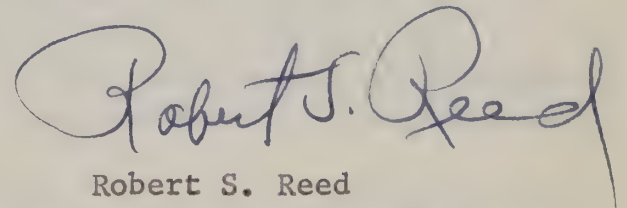
USDA STATE DEFENSE POLICY MEMORANDUM NO. 14

Complete Revision of USDA County Defense Operations Handbook

The USDA County Defense Operations Handbook has been revised and is now at GPO for printing. We expect the Handbook to be printed on or about March 5, 1963 and hope to have it distributed by the middle of March. The revised Handbook is designated Amendment 2 and completely replaces the Handbook and Amendment 1 issued previously. Enough copies of the revised Handbook are being provided to permit your regular State distribution and at least five copies to each USDA County Defense Board in accordance with Defense Policy Memorandum No. 8.

The format of the revised Handbook differs primarily in the closer interweaving of the emergency and pre-emergency activities which formerly were in separate parts of the Handbook. It is still possible to clearly distinguish the emergency activities, but it is unnecessary to refer to two different parts of the Handbook to find information on a single subject. An alphabetical index has been added, and parts, chapters, paragraphs, pages and exhibits are numbered consecutively. Some gaps have been left in the Handbook to provide room for expansion. Dividers for the Handbook are being printed separately and will be sent to you as soon as they are available. Since the cover will remain buff in color the design was changed to easily distinguish the revised Handbook from the one presently in use.

Although the revised Handbook contains some new material, the subject matter is basically the same. Subject matter to be added later has been identified and it will be completed as soon as possible. Please instruct each person receiving this new USDA County Defense Operations Handbook to destroy the previous version.



Robert S. Reed
Special Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 6 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 11

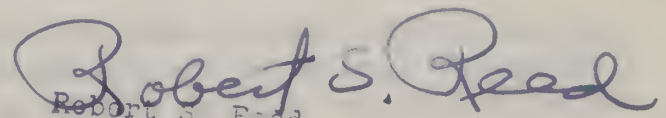
USDA Emergency Offices

Questions have been raised as to whether buildings marked as public shelter areas should be used as USDA emergency offices. Policy depends on the situation. If the corridors and other specified areas are designated as shelter areas, another safe (SDH Par. 417) part of the same building may be designated as the USDA emergency office location. In no case should the USDA emergency office be in an area designated as a public shelter area. There are advantages if a part of the same building is a shelter area since in such a case the shelter area can be stocked by Civil Defense with survival items.

In buildings designated as USDA emergency offices which have no areas in them designated as public shelter areas, efforts should be made by the USDA Defense Board to assure a minimum of survival supplies. Certain first aid supplies can be obtained by the regular requisitioning procedure.

You are requested to advise us in your next regular report due June 10 (SDH Par. 351): (1) the number of USDA employees you expect to have at the designated USDA State Defense Board emergency office, (2) what, if any, emergency water supply is available for persons in the building, and (3) if space is available for storage of civil defense type cans of water and food for use in an emergency. In addition, indicate the relation of the USDA ESO to any designated public shelter area within the same building (note policy in paragraph 1), and whether CD survival items, including water cans, are available to the ESO. National headquarters hopes to be able to make arrangements to provide civil defense type cans for storage of a reserve supply of water and minimum food supplies where this is needed.

The Soil Conservation Service is now in a position, with three exceptions, to conduct radiological monitoring at each of the emergency headquarters of the USDA State Defense Boards. The Forest Service will provide this capability in Alaska and ARS will do the same in South Carolina. One additional set of instruments will be necessary for SCS to conduct monitoring at the Rhode Island office. SCS will obtain this set on the next consolidated instrument request.


Robert S. Reed
Assistant to the Secretary



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 15 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 18

Assignment and Coordination of Natural Disaster and
Peacetime Radiological Disaster Responsibilities in USDA

Attached is Secretary's Memorandum 1502, revised, relating to assignment and coordination of natural disaster and peacetime radiological disaster responsibilities in USDA. The revised memorandum supersedes Secretary's Memorandum 1502 dated May 28, 1962 and Policy Memorandum No. 7 dated June 1, 1962.

Following are the two major changes in the revised memorandum:

1. Peacetime radiological disaster responsibilities have been added along with an organization chart to help clarify the relationship of USDA radiation responsibilities to natural disaster and defense assignments. Agency functions, where appropriate, have been expanded to include peacetime radiological disaster responsibilities.
2. The ASCS County Office Manager shall be the Executive Secretary of the County USDA Disaster Committee whether or not he is Chairman of the USDA County Defense Board.

Any request for natural disaster information from an Office of Emergency Planning office relative to a natural disaster shall be referred to my office. Arrangements at the national level with the Office of Emergency Planning provide that OEP Regional Offices shall request information on natural disasters from USDA through their national headquarters which will contact my office. The Disaster and Defense Services Staff, ASCS, will maintain field liaison with the OEP-OCD Regional Offices for natural disaster as well as defense responsibilities.

The highlights of the memorandum which remain unchanged include the establishment of a central point in the Secretary's Office where information can be obtained on all disaster and emergency programs of USDA. This central point is the Special Assistant on Defense who is responsible to the Secretary for coordinating and facilitating USDA natural disaster program operations.

The memorandum establishes a link between the USDA Defense Boards and the Disaster Committees in order that experience gained in natural disasters may be useful in building a capability to handle defense responsibilities.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Washington, D. C., _____, 19____

Dear _____:

I have the honor to acknowledge the receipt of your letter of _____, 19____, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,
Your obedient servant,

Very truly yours,

Secretary

Enclosed for you are _____ copies of _____, which I have been directed to forward to you for your information. I am, Sir, very respectfully,
Your obedient servant,

Secretary

I am, Sir, very respectfully,
Your obedient servant,

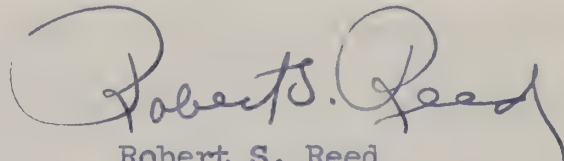
Secretary

I am, Sir, very respectfully,
Your obedient servant,

Secretary

The Disaster Committee is regarded as a subcommittee of the Defense Board, but the composition of the Disaster Committee remains unchanged and the authorities and functions previously performed are retained.

Except for his responsibilities as a focal point for information on all USDA emergency activities in the State, the State Defense Board Chairman will not have direct responsibility for any disaster program except those programs for which he has responsibility in his agency capacity. Individual agencies of USDA will carry out natural disaster operations as assigned in the revised memorandum, and the agency members of the Defense Boards shall keep the Defense Board Chairmen informed.

A handwritten signature in dark ink, appearing to read "Robert S. Reed". The signature is fluid and cursive, with a large initial "R" and "S".

Robert S. Reed
Special Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 22 1963

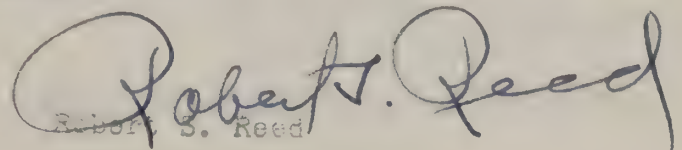
USDA STATE DEFENSE POLICY MEMORANDUM NO. ¹⁹~~20~~

Radio Communications

As a result of recent inquiries from several USDA State Defense Boards, we have checked with the Office of Emergency Planning and General Services Administration relative to USDA establishing a radio communications capability for use in an emergency. They have been delegated responsibility by the President for overseeing and coordinating all Government communications for an emergency. They advise us that we should not plan to establish a USDA radio communications capability for post-attack use.

The General Services Administration which was recently assigned responsibility for assuring adequate intra-government emergency communications indicated that USDA needs would be carefully integrated into the total Government program. They indicated that we can expect wire communications to be operational in all areas not physically damaged by blast within a very short time. Both the record (teletype) and voice circuits are being improved to provide automatic service in fallout areas and to permit bypassing damaged areas. They feel that wire communications will be available between nearly all areas for at least priority service within two or three days after an attack. The important step is to be sure that local telephone officials give priority to the needs of Agriculture for telephone service as described in USDA State Defense Policy Memorandum No. 14.

As a result of this advice, USDA State and County Defense Boards should not undertake to procure their own radio transmitters or to obtain a radio frequency or license for emergency use. However, you may proceed with arrangements within the State, such as those indicated in Policy Memorandum No. 14, where they do not involve procurement of equipment or obtaining a radio frequency or license.


Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 30 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 20

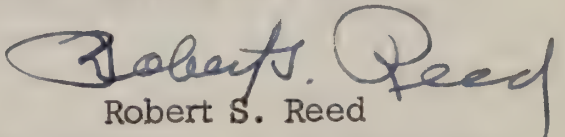
Amendment 7 to USDA State Defense Operations Handbook

Amendment 7 to the USDA State Defense Operations Handbook is now at GPO for printing. The purpose of this Amendment is to reflect the new USDA regional setup and to incorporate policy provisions contained in USDA State Defense Board Policy Memoranda issued since Amendment 6.

The Amendment will be sent under separate cover to you as soon as it is released from the printers and will be distributed in accordance with the pattern prescribed in Policy Memorandum No. 8. In addition, USDA agencies at the national level will be provided with copies of Amendment 7 and with copies of the USDA State and County Defense Operations Handbooks and the Directory of Key USDA Regional and State Defense Personnel. The agencies will distribute these documents through their own channels to successors to State Defense Board members and to the support staff of Board members.

USDA State Defense Policy Memoranda 9, 10, 12, 13, 14, 16, 17 and 19 are superseded by this Amendment. Policy Memoranda 1, 2, 3, 4, 5, and 7 were superseded earlier. Policy Memorandum No. 11 relating to Defense Conditions is cancelled. Defense Condition instructions on proceeding to emergency locations will not be prepositioned in the field since new teletype arrangements will make it possible to give specific instructions to each State Board as the situation develops. Still in effect are the following State Defense Policy Memoranda: No. 6^(Revised) and its supplement relating to the OEP resource management program; No. 8 indicating the number of copies in standard distribution at State and county levels; No. 15 on radiological monitoring coordination and coverage; and No. 18 on coordination of natural disaster activities.

This Policy Memorandum No. 20 need not be retained after the necessary distribution has been made of Amendment 7 to the USDA State Defense Operations Handbook.


Robert S. Reed
Special Assistant to the Secretary

THE UNITED STATES OF AMERICA
DO hereby certify that
[Name] is a citizen of the United States of America.

WITNESSETH my hand and the seal of the Department of State at Washington, D.C., this [Date] day of [Month], 19[Year].

Secretary of State
[Signature]
[Name]
[Title]

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Department of State at Washington, D.C., this [Date] day of [Month], 19[Year].
[Signature]
[Name]
[Title]

THE UNITED STATES OF AMERICA
DO hereby certify that [Name] is a citizen of the United States of America.
[Signature]
[Name]
[Title]

WITNESSETH my hand and the seal of the Department of State at Washington, D.C., this [Date] day of [Month], 19[Year].
[Signature]
[Name]
[Title]

THE UNITED STATES OF AMERICA
DO hereby certify that [Name] is a citizen of the United States of America.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 7 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 21

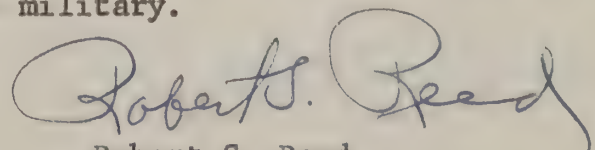
Emergency Broadcast System

By order, adopted July 3, 1963, the Federal Communications Commission amended Parts 3 and 4 of its broadcast rules to substitute the new Emergency Broadcast System provisions for the outdated CONELRAD system. This change, effective August 5, 1963 is designed to improve the carrying out of the emergency preparedness functions placed upon the Commission by Executive Order 11092.

The above change resulted from the following determinations made by the Department of Defense: (1) That with certain exceptions, not pertinent here, there is no longer a requirement to control electromagnetic radiation (CONELRAD) so as to prevent the use of radio transmitters as navigational aids to enemy aircraft and missiles; and (2) That there is an urgent need for the improvement and strengthening of the Emergency Broadcast System.

The object of the Emergency Broadcast System is "to fulfill national security requirements while at the same time providing for transmission of vital information to the public." Among other things, it provides a nationwide broadcast capability for the President and other Federal officials to communicate with the general public immediately upon the receipt of an authenticated notification.

The Emergency Broadcast System consists of broadcast stations and inter-connecting facilities which have been authorized by the Commission to operate in a controlled manner during a war, threat of war, state of public peril or disaster, or other national emergency. AM, FM and TV (sound only) facilities holding National Defense Emergency Authorizations will continue on the air after notification of an emergency action condition. Their emergency operations will be on their regularly assigned frequencies, since the CONELRAD plan for using only 640 and 1240 kc is no longer considered necessary by the military.



Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 2 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 22

Special Arrangements with the Department of the Interior Concerning Fish

Under an agreement between USDA and the U. S. Department of the Interior, representatives of Interior will supervise the commercial production and processing of fishery products in an emergency. The wholesale distribution of fish and fish products, however, is a USDA responsibility in an emergency.

Such an arrangement can best be carried out if USDA and the U. S. Department of the Interior establish and maintain close working relationship between their respective personnel at all levels, and particularly at the State level, to resolve any pre-emergency and emergency food problems of mutual concern.

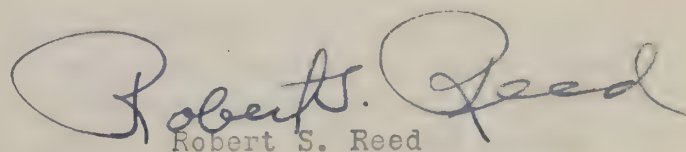
At the request of USDA, the Bureau of Commercial Fisheries, because of its responsibility for the management of fisheries as a food source, has appointed a representative to work with the USDA State Defense Board in each State where commercial fishing activities and manufacturing of fishery products are conducted. These States, the designated Interior representatives and their office locations are listed on the attached exhibit. 1/

These Interior representatives will be available for consultation on matters relating to fish and the fishing industry. They should be given advance notice of the time and place of the State Defense Board meetings which will involve matters of interest to them so that they can either attend or see that some other official represents them at such meetings.

In those States not having an Interior representative, the USDA Defense Boards (and particularly the Food Management representatives) will arrange in the pre-emergency period to handle any emergency problems relating to processed fish.

This memorandum amplifies that part of USDA State Defense Operations Handbook, Par. 435 referring to the agreement between USDA and Interior and SDH, Par. 561 on special arrangements concerning fish. This memorandum should be retained until its contents are incorporated in a subsequent revision of the USDA State Defense Operations Handbook.

Attachment


Robert S. Reed

Assistant to the Secretary

1/ As submitted by the U. S. Department of the Interior

NATIONAL DEFENSE

CONFIDENTIAL

SECRET

U.S. GOVERNMENT PRINTING OFFICE: 1964

U.S. GOVERNMENT PRINTING OFFICE: 1964

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 16, 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 23

Guidance on Conducting Surveys

In an effort to provide and maintain vital defense records, it is often necessary for State and County Defense Boards and other agencies of the Department to consider the use of special food industry and farm survey questionnaires. Such surveys should be considered only in those instances where essential defense information cannot be obtained from already available sources.

Provision for the advance clearance of these surveys is contained in Administrative Regulations, Title 1, Chapter 9, Section 10, Paragraphs 559-566 (revised March 21, 1963) and implemented in each Service Handbook such as ASCS Forms Management Handbook 3-AS, Paragraphs 5 and 6. In effect, these regulations provide that pursuant to the Federal Reports Act all forms, questionnaires and survey plans to be used by any person or agency of the Federal Government must be approved by the Bureau of the Budget prior to their use when designed to obtain information from 10 or more persons or firms. The Bureau has also determined that any survey made by a trade association or any other agency outside the Government to obtain information for use by a Government agency is in reality sponsored by the Federal Government and should carry the Bureau's approval number.

In an effort to obtain essential information required for post-attack use, some USDA State and County Defense Boards may be considering the use of a proposed survey to obtain the required data. It is for these reasons that the following guidance is provided for use in all such proposed surveys:

1. The USDA State Defense Board Chairman should inform USDA National Headquarters of any contemplated defense surveys. Address this information memorandum to the appropriate Area Director, ASCS and mark it "Attention: Director, Disaster and Defense Services Staff." Include three copies of the proposed questionnaire for approval and indicate how the survey is to be conducted, its coverage; and how the material will be edited, summarized and used.
2. Designated personnel of National Headquarters will review and coordinate all of these proposed defense planning surveys. They will be responsible for obtaining the necessary clearance and approval from the Bureau of the Budget for all accepted survey programs. Each State Defense Board will be notified of the final disposition of their proposed survey or surveys.



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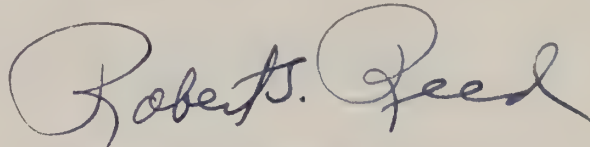
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The above instructions do not apply to the current survey of Food Wholesalers and Chain Store Warehouses. The Department requested and obtained an extension of the original approval of the Bureau of the Budget to the end of this Fiscal Year for the purpose of completing this survey as outlined in the USDA EPC Memorandum No. 29, Supplement 1 (revised), dated June 26, 1961 (Budget Bureau No. 40-6156). Where material is prepared to mail direct to respondents, it should carry this approval number and expiration date with no changes made in the basic subject matter contained on the original cards. Each State Defense Board is urged, therefore, to expedite the completion of this survey as soon as possible if the job has not been completed in your State.

A handwritten signature in dark ink, reading "Robert S. Reed". The signature is fluid and cursive, with the first name "Robert" and last name "Reed" clearly legible. The middle initial "S." is written in a smaller, more compact script between the first and last names.

Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

November 7, 1963

USDA STATE DEFENSE POLICY MEMORANDUM NO. 24

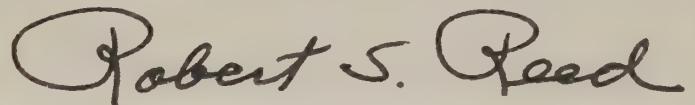
Cooperation with State and Local Governments

If an emergency should occur, it will be necessary to maintain the closest cooperation between USDA and State and county governments. In preparation for an emergency, we have been working closely with State and local governments in most States and counties. It is the policy of the Department that our efforts in this direction be intensified.

As one further step, it is requested that each USDA State Defense Board Chairman invite the State Civil Defense Director to attend meetings of the State Defense Board. Each USDA County Defense Board Chairman should also be asked to invite the County Civil Defense Director to attend meetings of the County Defense Board. This arrangement will facilitate exchange of views between the USDA Defense Boards and State or local government representatives on such matters as the rural civil defense program and radiological monitoring. It is understood that the State and County Civil Defense personnel will attend Board meetings as observers and consultants rather than members.

Each USDA State Defense Board must be currently aware of the activity of any resources task group on food organized by State government.

Therefore, in any State where there is a State Government Resources Management Director who is not the State Civil Defense Director or under his supervision, the USDA State Defense Board Chairman should also invite the Resources Management Director to attend Defense Board meetings.



Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

November 7, 1963

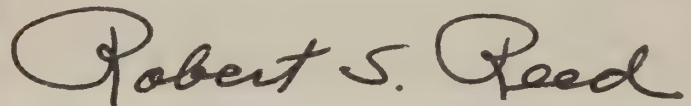
USDA STATE DEFENSE POLICY MEMORANDUM NO. 25

Reporting Progress Made by Food Task Groups

The Office of Emergency Planning is looking to USDA to furnish information on all State Food Task Group activity. Therefore we wish to amplify the provision of Defense Policy Memorandum No. 6 which requests that Food Task Group activity be mentioned in minutes and quarterly reports.

Your next quarterly defense report will be due on December 10. In that report and in all future quarterly defense reports, please provide current information on the formation of the Food Task Group in your State, meetings held by the group during the quarter, progress made in developing a State Food Plan, other projects undertaken, and the degree of involvement by members of the USDA State Defense Board in Food Task Group activities. If USDA State Defense Board representatives are not involved in the task group activity at this stage, answers to the above questions will have to be obtained from appropriate representatives of State government.

Your response to the recent request of your Area Director for special information relating to the Food Task Group in your State has been very helpful to us and to the Office of Emergency Planning.



Robert S. Reed
Assistant to the Secretary

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1. The first part of the report deals with the general situation of the country and the progress of the work during the year.

2. The second part of the report deals with the results of the work during the year. It is divided into two main sections: the first section deals with the results of the work in the field of research and the second section deals with the results of the work in the field of administration.

3. The third part of the report deals with the conclusions of the work during the year. It is divided into two main sections: the first section deals with the conclusions of the work in the field of research and the second section deals with the conclusions of the work in the field of administration.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 29 1964

USDA STATE DEFENSE POLICY MEMORANDUM NO. 26

Memorandum of Understanding between OEP and OCD (DOD)

State government civil defense officials and others may refer in the future to the attached Memorandum of Understanding signed by Director McDermott of the Office of Emergency Planning and Assistant Secretary Pittman of the Department of Defense. This Memorandum of Understanding defines the emergency resource responsibilities of Federal and State agencies and particularly the emergency resource planning responsibilities of OEP and the Office of Civil Defense of DOD. Generally speaking, USDA has responsibility for "primary" food resources and State and local governments have responsibility for "secondary" resources as defined in USDA-State Memorandums of Understanding. It appears unlikely that there would be any time in the postattack period when USDA could not carry out its primary food responsibilities.

The attached Memorandum of Understanding does not alter the working relationship between USDA and State and local governments with respect to the emergency management of food as reflected in Memorandums of Understanding between USDA and the individual States. Nor does this attached Memorandum alter the relationship between USDA State Defense Boards and the "Food Task Groups" sponsored by State governments to develop plans for carrying out the State emergency food responsibilities. Actually, the only significant change is in the OEP-OCD relationship. This Memorandum was developed in connection with financing by OEP of the development of State plans for resource management.

The attached Memorandum of Understanding should result in an accelerated rate of planning by State officials and each USDA State Defense Board must develop a close working relationship with State and local government officials. We urge you to have the appropriate State and local officials at USDA State and County Defense Board meetings as suggested in Policy Memorandum No. 24 of November 7, 1963. USDA Defense Boards and State and local governments need to cooperate in the pre-emergency period so that they will be prepared to work cooperatively if an emergency develops.

Robert S. Reed

Robert S. Reed
Assistant to the Secretary



[The following text is extremely faint and illegible due to the quality of the scan. It appears to be several paragraphs of handwritten or typed text.]

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

July 9 1964

USDA STATE DEFENSE BOARD POLICY MEMORANDUM NO. 27

Increased Emphasis on State Level Task Group Activity

An Example of a State Plan for Emergency Management of Resources, including 13 sections (one of which relates to food), has been issued by the Office of Emergency Planning. A set of the material was sent to you by the Acting Deputy Administrator, State and County Operations, on June 11, 1964. OEP and the States are entering into contracts to increase emergency resources management activity. Much of the activity relating to resources under control of State government is carried out through task groups.

USDA State Defense Boards have worked closely with food task groups in the past and should continue to do so. Reference material of value in this activity includes, in addition to the Example State Plan, Chapter 8 of the National Plan sent to you with ER Memorandum No. 77 dated May 20, 1964. Work of food task groups must necessarily take into account provisions of the Memorandums of Understanding on food which have been negotiated in each State. State and County Defense Operations Handbooks are also useful references.

Other useful reference material available to you includes:

1. USDA State Defense Board Policy Memorandum No. 6, Revised, issued June 29, 1962 and entitled "Office of Emergency Planning Food Management Program for State and Local Governments."
2. USDA State Defense Board Policy Memorandum No. 6, Revised, Supplement 1 entitled "Office of Emergency Planning Resource Management Program for State and Local Governments." This was issued October 1962 and indicated specifically that USDA State Defense Boards will cooperate with the Food Task Groups and permit the food management representative on the Board to become a member of the task group on request.
3. AMS PA-572 on "Food Management in a National Emergency" issued April 1963 and distributed with an unnumbered memorandum of June 21, 1963 from the Deputy Administrator, State and County Operations.
4. Agriculture Handbook No. 254, "Guide to Civil Defense Management in the Food Industry" issued November 1963 and distributed with Info Memorandum No. 80 dated December 18, 1963



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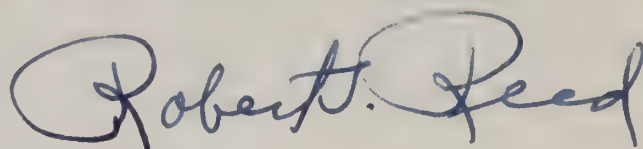
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5. Some questions and answers relating to emergency food management contained in "Illustrative Material for use in County Defense Board Training Meetings" issued August 17, 1962 and distributed with an unnumbered memorandum of that date from the Deputy Administrator, State and County Operations.

Additional guidance helpful to those participating in Task Group Activity is being prepared. For example, AMS is preparing a guidance paper to its field staff which will explain how the Example of a State Plan document fits into national planning, particularly its relationship to the Food Chapter 8 of the National Plan for Emergency Preparedness. The AMS paper will also provide some suggested ways in which AMS representatives and State Defense Board members can be helpful to the Food Task Groups which will be developing State level plans.

A handwritten signature in blue ink that reads "Robert S. Reed". The signature is written in a cursive style with a large, looping "R" and "S".

Robert S. Reed
Assistant to the Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

July 20 1964

USDA STATE DEFENSE POLICY MEMORANDUM NO. 28

Policy on Revision of Memorandums of Understanding with States

This memorandum is for the guidance of USDA State Defense Board Chairmen in the event State government officials wish to discuss the possibility of modification in their Memorandum of Understanding with USDA. We are issuing this policy statement at this time because we feel it likely that States may seek to make revisions as they become more deeply involved in the development of State food plans following issuance of the Example of a State Plan for the Emergency Management of Resources, especially Part B, Section 4 on food and the plans of USDA concerning food management. The following policies shall govern discussions with States with respect to possible revisions of Memorandums of Understanding.

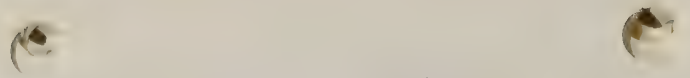
1. USDA is not actively seeking revision of existing Memorandums.
2. USDA will look with favor upon requests from a State to revise its Memorandum of Understanding from any non-standard provisions to the standard prototypes as listed in Exhibits 7A and 7B, Par. 537 in the USDA State Defense Operations Handbook. However, the provisions of Exhibit 7B are preferred to Exhibit 7A.

While revision from one non-standard provision to another non-standard provision is less desirable than a change from a non-standard to a standard provision, such proposals will be considered on their own merits.

3. No amendment or other modification shall be made in any Memorandum of Understanding without the specific approval of this office.
4. Whether or not the Memorandum of Understanding is amended, any unfinished food facility listings called for by the terms of the understanding should be completed.

Robert S. Reed
By SHW.

Robert S. Reed
Assistant to the Secretary



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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 7 1964

USDA DEFENSE POLICY MEMORANDUM NO. 29

Emergency Program Coordinators

This is to announce a change in the method of coordination of defense and natural disaster program coordination in the field. The Office of the Secretary has designated eight emergency coordinators, one for each OEP-OCD (DOD) regional office. These men will be part of the staff of the Special Assistant to the Secretary reporting directly to the Secretary's office. They will take over the functions formerly performed by the four ASCS field defense coordinators and the AMS food management coordinating functions formerly provided by the Special Services Division of AMS. In addition they will assist in coordinating other defense activities of the Department and when the situation warrants provide natural disaster coordination for the Office of the Secretary in their assigned areas.

OEP-OCD Regions 1, 2 and 3 will be served out of USDA national headquarters in Washington. The regional coordinator for OEP-OCD Region 4 will be located in the Commodity Office at Evanston, Illinois. The coordinator for OEP-OCD Region 5 will be located at the Food Distribution office in Dallas, Texas. The coordinator for OEP-OCD Region 6 will be located at a USDA office in Denver. The coordinator for OEP-OCD Region 7 will be located in the AMS office in San Francisco. In OEP-OCD Region 8 the coordinator will be located in a USDA office in Seattle.

These field coordinators will serve to advise the Secretary of progress of USDA Defense Boards in attaining the necessary degree of readiness, in providing liaison with OEP and OCD (DOD) regional offices, in working with State Civil Defense Directors, particularly in connection with the food portion of the OEP comprehensive program, assuring coordination between the rural civil defense program and other USDA defense activities, establishing a USDA field unit of the Defense Executive Reserve program and in using natural disaster activities of the Department as training for a defense emergency.

This change in field operations was made at the suggestion of the Administrators of ASCS and AMS and has been made in an effort to further strengthen the Department's capabilities to carry out its emergency defense assignments. A list of the eight emergency program coordinators and the states which they will serve is attached. Your cooperation in acquainting these people with progress in carrying out defense responsibilities will be appreciated.

Robert S. Reed
Assistant to the Secretary

Attachment



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EMERGENCY PROGRAM COORDINATORS
AND THEIR AREAS

OEP-OCD (DOD) Regions

Coordinator

States Served

1

Donald M. Mitchell

Connecticut
Maine
Massachusetts
New Hampshire
New Jersey
New York
Rhode Island
Vermont

2

John D. Neville

Delaware
District of Columbia
Kentucky
Maryland
Ohio
Pennsylvania
Virginia
West Virginia

3

Robert M. Webb

Alabama
Florida
Georgia
Mississippi
North Carolina
South Carolina
Tennessee

4

Harry J. Anderson

Illinois
Indiana
Michigan
Minnesota
Wisconsin

5

Earl R. Butler

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

6

Charles L. Cole

Colorado
Iowa
Kansas
Missouri
Nebraska
North Dakota
South Dakota
Wyoming

OEP-OCD (DOD) Regions

Coordinator

States Served

7

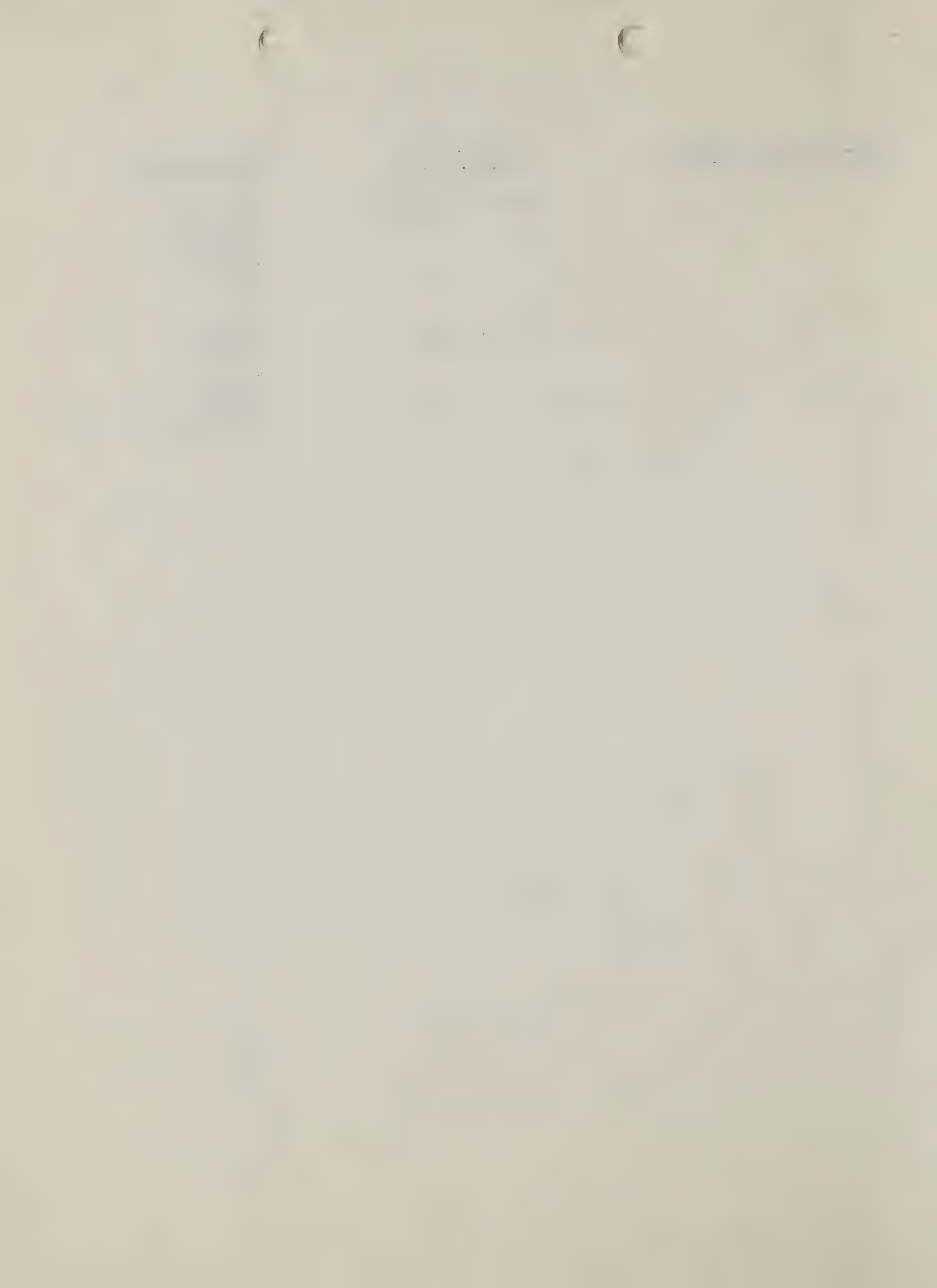
Henry J. Krages

Arizona
California
Hawaii
Nevada
Utah

8

Tom B. Atkins

Alaska
Idaho
Montana
Oregon
Washington





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 23 1964

USDA STATE DEFENSE POLICY MEMORANDUM NO. 30

Emergency Program Coordinators' Attendance at State Board
Meetings

The third paragraph of USDA State Defense Policy Memorandum No. 29 dated October 7, 1964, indicates that the Emergency Program Coordinators will keep the Assistant to the Secretary advised of progress of USDA Defense Boards in attaining the necessary degree of readiness. They will also provide liaison with OEP and OCD (DOD) regional offices as well as carrying out other related emergency program assignments. In order that the coordinators can better fulfill these functions they will be expected, whenever possible, to attend USDA State Defense Board meetings in their respective OEP-OCD (DOD) regions. This arrangement will help them keep up to date with defense activities within the States and will permit them to better support the State Defense Board Chairman. Notice of all USDA State Defense Board meetings should be sent directly to the appropriate Emergency Program Coordinator as far ahead of the meeting as possible so they can make their travel plans.

A handwritten signature in blue ink, reading "Robert S. Reed", is positioned above the typed name.

Robert S. Reed
Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

DEC 10 1964

USDA STATE DEFENSE BOARD POLICY MEMORANDUM NO. 31

USDA State Defense Board Activities

Some complaints have been received from USDA State Defense Board Chairmen and other Board members about the lack of time and funds to finance USDA State Defense Board operations. We realize that Defense Board operations require both time and expense.

In this regard I want to call your attention to Chapter 4, Title 1, Section 1, paragraph 260, of the USDA Administrative Regulations, the last sentence of which is: "Defense responsibilities will be regarded as equal in importance to regular programs and activities." Responsibilities of the Board are described in Section 4 of this chapter.

I also want to again call your attention to Secretary's Memorandum No. 1527, particularly "....I hereby direct every USDA field employee - especially county employees - to use a part of the time in all meetings with rural people to stress the need for measures to protect their families and any livestock they may have from the effects of a nuclear attack. The Department's goal is to make every rural resident aware of the need to take these measures to assure his own personal survival...."

To further illustrate the importance of these functions the Secretary has authorized an arrangement under which the following agencies: Agricultural Stabilization and Conservation Service, Agricultural Marketing Service, Agricultural Research Service, Economic Research Service, Statistical Reporting Service, Farmers Home Administration, Federal Extension Service, Forest Service and Soil Conservation Service have agreed to contribute \$135,000 for use in financing USDA State Defense Board activities. This \$135,000 consists of:

- A. \$80,000 for support services including the cost of reproduction and mailing, maintaining files and records, and procuring incidental equipment items.
- B. \$55,000 for program assistance to State Board Chairmen on such matters as coordination of food supply and requirements data from all agency sources, procedures for obtaining non-food requisites, and technical aspects of damage assessment.

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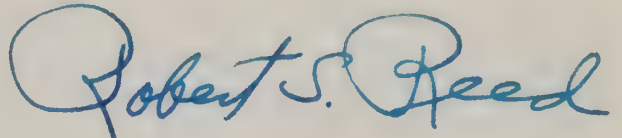
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In addition for fiscal year 1965, USDA received \$90,000 from the Office of Emergency Planning "to provide assistance to USDA State Defense Boards and defray costs incidental to emergency resource programs which cannot be met out of regular USDA funds."

The combined total of \$225,000 is made available to ASCS and is included in the ASCS allocation of funds to the ASCS State Offices. The amount per State averages a little over \$4,400 but varies between \$1,000 and \$15,000 depending on the size of the State, population, and other factors.

As indicated in the above quote, these funds are for expenses which cannot be financed from other USDA sources and are in no sense a limit on USDA State Defense Board activities. It will be necessary in most cases for all USDA agencies to continue to absorb expenses of some of their most significant defense activities at both State and county levels. These special defense funds, however, do permit you to finance such activities at the State level which are described in A and B above.

I hope that this information will assure you that you have the responsibility and the authority to carry out defense responsibilities and that the ASCS allocation of funds specifically includes funds to finance them.



Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 16 1964

USDA DEFENSE POLICY MEMORANDUM NO. 32

Preparation and Processing of IBM Cards for Use in the Defense Program

We have processed IBM name and address facility cards for use in the defense program to cover 3,907 CCC Bin Sites, 18,637 Grain Storage Warehouses, and 15,794 cards for facilities in categories other than Grain Storage to make a total of 38,338 processed facility cards. The data processed for these facilities and the procedures used have been under review for the purpose of making the program more useful in the total defense plans of the Department and, if possible, to reduce the amount of work involved in preparation and maintenance of these data. The approach developed thus far is outlined under the two sections listed below.

Grain Storage Facilities

Each State Defense Board Chairman is requested to discontinue work on IBM cards for CCC Bin Sites and Grain Storage Warehouses until the results of an experimental data processing project in progress at the Kansas City Data Processing Center can be completed and analyzed. USDA National Headquarters does not plan to process the revisions and additions on cards for Grain Storage facilities which we have received from the field until the results of this project can be obtained.

This experimental project is designed to explore the possibility of developing new sources of data for both CCC Bin Sites and Grain Storage Warehouses that will be an automatic by-product of the regular data processing program at Kansas City. Whether these data are finally kept on cards or other media, there is a good possibility that we can simplify the task of maintaining the information for defense use. We will inform you of the results of this Kansas City project and the steps to be taken in the future.

Food Distribution and Processing Facilities

USDA State and County Defense Boards are requested to maintain data on the food processing and distribution categories in their files for only those facilities where USDA has retained post-attack jurisdiction for the remaining food supplies as provided in the Appendices attached to the State Memorandum of Understanding on food.

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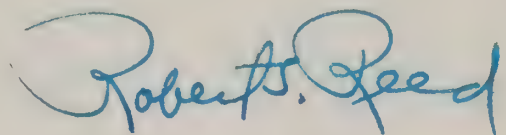
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המסים וההוצאות
האחרות של הממשלה
באמצעות הפחתת
המסים וההוצאות
האחרות של הממשלה

הנהגתו של הממשלה
הוא שיש להקטין את
ההוצאות של הממשלה
באמצעות הפחתת
המסים וההוצאות
האחרות של הממשלה

A relatively small collection of card revisions and additions for various food processing categories has accumulated in National Headquarters files. These cards will be promptly forwarded to the Kansas City Data Processing Center for processing and the completed work sent to each State Board Chairman as soon as possible. When we have processed and returned all of the material for your State, further instructions will be provided on the procedure to be used in comparing the state card file with the Memorandum of Understanding, the classification of facility cards, and the disposition of cards in each group.

Reasonably complete data have accumulated at National Headquarters for facilities in the Wholesale and Chain Store Warehousing categories. Responsibility for the emergency management of food in these facilities has been divided between USDA and the State in 36 States where a Type "A" Memorandum of Understanding (see SDH Par. 537, and Exhibits 7 and 7-A) was executed, and retained by USDA in those 14 States where a Type "B" Memorandum (see SDH Par. 537, and Exhibits 7 and 7-B) was completed. Facility cards for these two groups of States will be distributed by National Headquarters for the following further processing.

- A. Type "A" Memorandum States - All of the Wholesale and Chain Store Warehouse facility cards in this group will be returned to the State Chairman for the purpose of determining which of these facilities were retained by USDA and those assigned to the State. Further instructions on sorting and preparation of these facilities will be provided with the returned material.
- B. Type "B" Memorandum States - All of the Wholesale and Chain Store Warehouse facility cards in this group will be promptly processed and forwarded to each respective State Board Chairman as soon as they are completed.



Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

December 18, 1964

USDA STATE DEFENSE POLICY MEMORANDUM NO. 33

Review Draft of Material for Use in Amending the
USDA State Defense Operations Handbook

Enclosed are eleven copies each of the following:

1. New material beginning with Section 9 of Chapter 4 relating primarily to postattack damage assessment and resource evaluation and to postattack situation and resource reporting.
2. Revision of Chapter 5 on "Functions of the Agricultural Marketing Service Relating to Food Management."

A copy of each of the above two items should be distributed to the following:

State Civil Defense Director

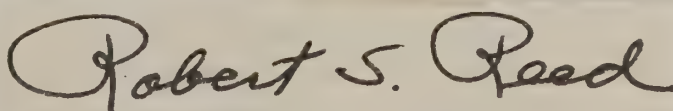
Emergency State Office files and the ASCS State Office files

State Board Chairman and each of the board members

Also, the Agricultural Marketing Service will distribute through its agency channel additional copies of revised Chapter 5 for the Food Management Representative and for each member of his support staff.

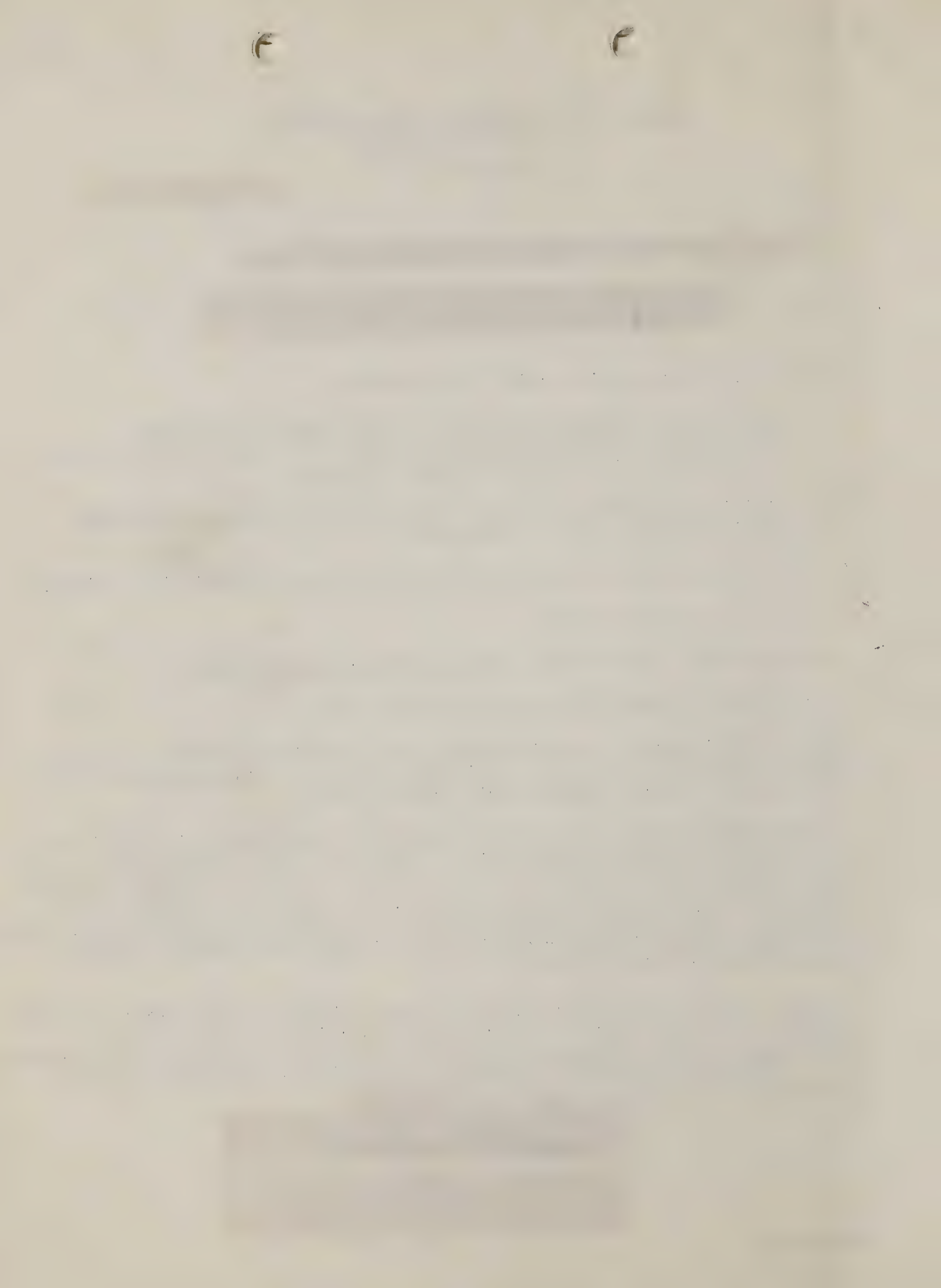
You and members of your board should review this material and include it on the agenda of your next board meeting. Comments of your board should be sent to us not later than February 1, 1965. Even if you have no comments, we would appreciate a reply from you to that effect. If we do not hear from you by February 1, 1965, we shall assume that you concur with the material as presented. All comments should include specific suggestions for any language changes or additions you may wish to propose.

Although distributed now for review and comment these new provisions supersede related portions of Chapter 4 and all of Chapter 5 of the State Defense Operations Handbook. These provisions will be regarded as interim instructions to be followed in any actual operations which might be required before the provisions are issued in final form.



Robert S. Reed
Assistant to the Secretary

Enclosures





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 4 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 34

USDA-OCD Exchange of Lists of Key Personnel at County Level

Recently we provided the Office of Civil Defense with lists of ASCS County Office Managers who are usually the USDA County Defense Board Chairmen. The Office of Civil Defense, in turn, provided these lists to State Civil Defense Directors asking them to provide a comparable listing of County Civil Defense Directors to the Chairman of the USDA State Defense Board. It was also suggested that the State Civil Defense Director may wish to provide the USDA list to his local Civil Defense Directors.

In preparing the list for transmittal to Office of Civil Defense we assumed that there were relatively few instances where the ASCS County Office Manager is not the Chairman of the USDA County Defense Board. We also did not note to the Office of Civil Defense these instances where there was a USDA County Defense Board for two or more counties or where a USDA Metropolitan Area Defense Board has been established in lieu of the usual USDA County Defense Board arrangement. Please provide your State Civil Defense Director with a list of such exception. When you have received the list of County Civil Defense Directors, you should provide the appropriate name of the local Civil Defense Director to each USDA Defense Board under your jurisdiction.

A copy of the Office of Civil Defense letter to the State Civil Defense Directors is enclosed for your information.

A handwritten signature in blue ink, reading "Robert S. Reed", is positioned above the typed name.

Robert S. Reed
Assistant to the Secretary

Enclosure



1. The first part of the document

describes the general situation and the objectives of the study.

The second part

contains the results of the investigation.

The third part discusses the implications of the findings.

The fourth part concludes the study.

The fifth part contains the references.

The sixth part contains the appendix.

Page 1 of 1



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 28 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 35

Emergency Preparedness Test Exercises

Background

During the coming months, both the Office of Civil Defense and the Office of Emergency Planning will be conducting test exercises on various phases of emergency preparedness. Many of these exercises will be cooperative with the State civil defense organizations to test their readiness. In a few cases, USDA State and County Defense Boards or individual members of USDA agencies have already been asked to participate in these exercises and may be asked to do so in others.

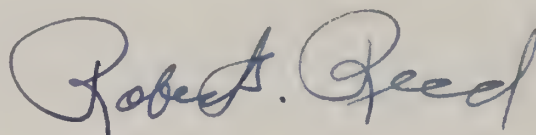
Policy

Policy on USDA participation in exercises involving radiological monitoring, rural fire problems, or food problems is as follows:

1. Monitoring Tests. When requested to do so, USDA monitors should send in test readings as a part of a procedure test to the extent that this can be done from their regular duty post and without seriously interfering with their regular work. Participation in tests involving extra travel or meetings should be only after authorization through regular channels by respective agency units.
2. Rural Fire Tests. USDA Forest Service personnel requested to participate in special fire control exercises should obtain advance approval from respective unit offices having delegated authority for the geographic area and subordinate units covered by the exercise.
3. Food Problem Tests. When invited to do so, USDA will participate in State-level exercises which involve how USDA will manage food in an emergency. Invitations to participate presumably would come to the USDA State Defense Board Chairman or to the C&MS member. Any other USDA person receiving a request for USDA to participate should refer the persons making such a request to the Chairman. The Chairman of the Board, in cooperation with the C&MS member, will arrange for USDA participation in the exercise. Normally one person should be adequate USDA representation. The State Defense Board Chairman should keep this office and the EPC informed of USDA participation in these food test exercises.

The State Defense Board Chairman should refer to this office any invitations received for (a) State-level participation in food problems other than food supply, and (b) county-level participation in any test involving food.

Invitations to participate in any types of problems other than the three outlined above should be accepted only after approval by this office. None of the test exercises now planned are expected to involve attendance by Farmers Home Administration personnel.

A handwritten signature in dark ink, reading "Robert S. Reed". The signature is written in a cursive style with a large, looping initial "R".

Robert S. Reed, Assistant
to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

July 19 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 36

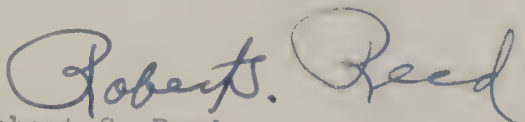
Amendment 8 to the USDA State Defense Operations Handbook

The subject Amendment is being printed and is expected to be available for distribution by the end of this month. A sufficient number of copies will be mailed direct to you from the ASCS warehouse to permit your regular State distribution in accordance with USDA State Defense Policy Memorandum No. 8. In addition, USDA agencies at the national level will be furnished enough copies for distribution through their own channels to their designated successors to the State Board members and to the support staff of Board members.

This Amendment is designed primarily to:

1. Issue in final form Chapter 5 and the part of Chapter 4 issued previously on an interim basis. (This supersedes Policy Memo No. 33.) These chapters, which include the new food management policy and the new postattack reporting system, have been revised to take into account comments from the Defense Boards and others.
2. Expand Chapter 6 to include guidance on emergency grain management, including both CCC and free stocks, and guidance on emergency seed distribution.
3. Reflect changes in USDA organization such as the transfer of meat inspection from ARS to C&MS, and the establishment of the Emergency Program Coordinators in the Office of the Secretary.
4. Adopt the format of the County Handbook since this style is compact and easier to read. The format of the other chapters of the Handbook will be revised when it is necessary to amend these chapters.

This policy memorandum may be discarded after the necessary distribution has been made of Amendment 8 to the USDA State Defense Operations Handbook.


Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 27 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 37

USDA Radiological Monitoring Program

1. Training

The Department has trained in excess of 13,000 monitors. In the past this has been done largely by the respective agencies utilizing their own instructors. It has become apparent that a much more effective approach is for all agencies with monitoring responsibilities to coordinate their training to utilize instructors from each agency and thereby develop a truly Departmental radiological defense team. In the several States where this coordination and agency cooperation has taken place results have been most gratifying. A much better exchange of specific knowledge has taken place. In addition, it is possible to justify training jointly where otherwise it has been difficult and expensive for one agency to put on a program for only a few employees. It is also important that training capability of civil defense organizations be used wherever feasible.

2. Retraining

In spite of the difficulties in arranging for periodic refresher training, the importance of this cannot be overemphasized. As in the case of training, it is recommended that this retraining also be a coordinated Departmental effort. It is much more feasible to arrange on a local basis a coordinated interagency refresher program than it is to have the individual agencies call their employees together. Aside from the savings in travel costs, the benefit to be gained in interagency cooperation is of great value. Additional benefits may be achieved by coordination with training offered by the civil defense organizations.

3. Planning at the County Level

Although the Agricultural Research Service has the responsibility for the coordination of the USDA radiological monitoring program at the national, regional, and State levels, this responsibility shifts to the Soil Conservation Service at the county level. It is imperative, therefore, that ARS and SCS at the State level work very closely together in order that continuity be maintained down to the counties.

4. Operational Techniques at the County Level

As outlined in the USDA County Defense Operations Handbook, the flow of fallout information from USDA monitors proceeds from the county to the State and on up to the national level, with exchange of data at each level. (See USDA County Defense Operations Handbook, Exhibit 15, Par. 1003, Page 151.)

It is imperative that the Chairman of the USDA County Defense Board receive monitoring data so that he may assess damage, evaluate resources, and make operational decisions. It is equally important that we all recognize that he cannot do this effectively based on the reports from only two or three USDA monitors. It is obvious, therefore, that there must be complete coordination between the Chairman of the USDA County Defense Board and local civil defense officials. (See USDA County Defense Operations Handbook, Exhibit 14, Par. 1003, Page 149.)

Every effort must be made at the county level for USDA monitors to know their counterparts in local civil defense. There are counties where no such counterpart exists. The Office of Civil Defense, Department of Defense, recognizes this problem and is working to overcome this deficiency. Where USDA monitors find no local civil defense structure, they should express to county officials a very forthright and positive attitude about the necessity to develop a local radiological defense capability for the protection of the citizens of the community.

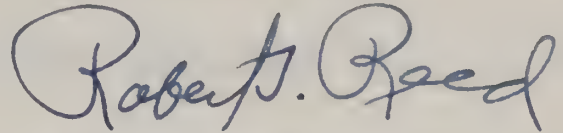
5. Monitoring Operations

In the recovery phase "Monitoring Missions" will have to be used at the county level. These "missions" would be organized by the Chairman of the USDA County Defense Board in consultation with his Soil Conservation Service advisor. Any and all USDA monitors would have to be used for these missions regardless of their agency affiliations, except that the team leader should come from the agency which has the major responsibility for the mission. For example, if the mission is to monitor food, then the Consumer and Marketing Service monitor, if available, should be the team leader.

When one reviews the agency responsibilities as opposed to agency capabilities at the county level, it becomes apparent that the "mission" concept is the only practical approach. Priorities will



have to be established by the Chairman and where coordination exists between USDA and local civil defense officials, it is reasonable to expect assistance from local civil defense monitors. Subsequent amendments to the USDA State and County Defense Operations Handbooks will reflect the monitoring missions concept.

A handwritten signature in blue ink, reading "Robert S. Reed". The signature is fluid and cursive, with the first name "Robert" and last name "Reed" clearly legible.

Robert S. Reed
Assistant to the Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 2 1965

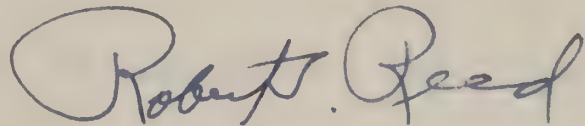
USDA STATE DEFENSE POLICY MEMORANDUM NO. 38

Relationships to State Civil Defense Areas

From time to time State civil defense directors request USDA to provide a working relationship with areas within a State which may include all or parts of several counties and which do not conform exactly to any county or municipal lines.

It is the policy of USDA to administer its emergency programs in the field through State and County Defense Boards and offices at the State and county level. USDA will not establish additional units to conform to specialized areas established for civil defense purposes by State civil defense organizations.

USDA will, under special circumstances and on request of the State civil defense director, arrange through the USDA Board Chairman for the proper ASCS farmer fieldman to provide liaison with such areas where time permits. This office should be informed of any requests for such services.



Robert S. Reed
Assistant to the Secretary

1. The first part of the report is devoted to a general survey of the situation in the country.

2. The second part of the report is devoted to a detailed analysis of the economic situation in the country.

3. The third part of the report is devoted to a detailed analysis of the social situation in the country.

4. The fourth part of the report is devoted to a detailed analysis of the political situation in the country.

5. The fifth part of the report is devoted to a detailed analysis of the cultural situation in the country.

USDA COUNTY DEFENSE BOARD EMERGENCY READINESS STATUS

(In answering questions draw on the Board's knowledge or records. Do not conduct a survey.)

County _____

State _____

1. Have public civil defense fallout shelters been marked in your county?
(If "no", skip to question 3.) yes ☐ no ☐

2. (a). Is the operating office used by the USDA County Defense Board in a building marked as providing suitable public fallout shelter? yes ☐ no ☐

(b). If "no", how far is it from the normal office of the Board Chairman to a building designated with a "shelter area" marker? Indicate fraction or number of miles _____.

3. If no Federal civil defense shelter survey has been made:

(a). Is a survey planned? yes ☐ no ☐

(b). From your own knowledge would your office meet the requirements for shelter space being marked by civil defense? yes ☐ no ☐

4. Have you made arrangements with the telephone company to place the office and home phones of County Defense Board members on the essential line service lists? (CDH Par. 315.) yes ☐ no ☐

5. Have you confirmed with county officials, the adequacy of your identification card to permit your entering natural disaster as well as emergency areas to carry out your emergency responsibilities? yes ☐ no ☐

6. Have you made specific arrangements for operating the USDA monitoring program; including

(a). Staffing? yes ☐ no ☐

(b). Location of monitoring stations? yes ☐ no ☐

(c). Reporting of radiation levels? yes ☐ no ☐

(d). Exchange of data with County Civil Defense Operating Center? yes ☐ no ☐

(e). Reporting of summary data to State Defense Board? yes ☐ no ☐

(f). The procedure for determining when it is safe to leave the shelter and proceed to carry out USDA postattack responsibilities? (CDH Pars. 314, 341 A and 1003.) yes ☐ no ☐

7. (a). Has the Board developed an overall emergency plan of operation similar to the "Somerset County" plan distributed in October, 1963?

yes ☐ no ☐

(b). Have successors to Board members been designated and trained to carry out the Board's responsibilities, if necessary?

yes ☐ no ☐

8. (a). Do any USDA agencies not represented on the USDA County Defense Board have an office in the county?

yes ☐ no ☐

(b). If "yes", identify agencies and locations _____

9. (a). Do the people responsible for fire fighting in your county have the necessary equipment and training to monitor fallout radiation and determine when it is safe for personnel to fight a fire?

yes ☐ no ☐

(b). Are there USDA Forest Service fire suppression facilities and resources within 50 miles of the County Defense Board Operating site?

yes ☐ no ☐

(c). If "no", have definite arrangements been made by Forest Service with other public or private agencies or groups to provide fire suppression forces?

yes ☐ no ☐

(d). Have firm arrangements and procedures been developed to keep the County Defense Board currently informed regarding fire damage to rural structures, crops (farm and timber), livestock, human life, operating facilities and other resources?

yes ☐ no ☐

10. Has responsibility been assigned and have arrangements been made for appraising the postattack situation and submitting the necessary reports on the prescribed schedule to the Chairman of the State Defense Board:

(a). Radiological monitoring (CDH Par. 341 A and 1003) yes ☐ no ☐

(b). Biological or chemical attack (CDH Par. 341 B and Chapter 5)

yes ☐ no ☐

(c). Rural fire defense (CDH Par. 341 C and 803)

yes ☐ no ☐

(d). Administrative capability (CDH Par. 342)

yes ☐ no ☐

(e). Food situation reports (CDH Par. 343 and 402)

yes ☐ no ☐

(f). Food processing and storage facilities (CDH Par. 344)

yes ☐ no ☐

(g). Availability of agricultural production and non-food requisites (CDH Par. 345)

yes ☐ no ☐

11. In your county are most retail food stores resupplied by wholesalers located in:

(a). Same county ☐

(b). Adjoining county ☐

(c). How many miles from the county seat _____.

12. (a). Are there standby plans for rationing food and other essential items in your county? yes ☐ no ☐

(b). If "yes", what county official is responsible for food rationing?

name _____
title _____
address _____

13. (a). Does the county have a health department which is responsible for determining if food has been contaminated? yes ☐ no ☐

(b). If "yes", give: name _____
title _____
address _____

(c). What in your opinion is this organization's capability to make these determinations? good ☐ fair ☐ poor ☐ don't know ☐

14. (a). Who in your county is responsible for civil defense?

name _____
title _____
address _____

(b). With whom do you work on emergency matters pertaining to food and agriculture?

name _____
title _____
address _____

(c). Does a county official attend most USDA County Defense Board meetings? yes ☐ no ☐

(d). If there is a civil defense organization in your county, is it?
(Check one)

very active ☐
moderately active ☐
inactive ☐

14. (e). Have you discussed with your contact in local government the essentiality of fuels for farmers and processor and wholesaler distributing facilities and how you can work with him in arranging for the distribution of fuels available for USDA emergency programs? (See County Emergency Records filing code SS 4.) yes ☐ no ☐

(f). Does he have a plan for rationing gasoline? yes ☐ no ☐

15. (a). Have you discussed the supplement on manpower (County Emergency Records filing code SS 4) with the head of the local employment office of your State Employment Security Agency? yes ☐ no ☐

(b). Have you reached an understanding with the head of that office on how you will work with him in a disaster or defense emergency on obtaining essential manpower for farmers and operators of food facilities under USDA jurisdiction? yes ☐ no ☐

16. Do personnel of other Federal agencies, county agencies, agricultural and food trade organizations, financial organizations and associations and civic groups in the county understand the role of the USDA County Defense Board in a defense emergency? generally yes ☐ generally no ☐

17. Is rural civil defense discussed with farmers and rural residents at regular program meetings? (Check one) Never ☐ Infrequently ☐ Frequently ☐

18. List in the order of importance to you the kinds of further guidance and assistance you need to improve your capability to carry out the assigned responsibilities in event of an attack on this country?

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

AUG 26 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. ~~38~~ ³⁹

Emergency Readiness Check at the County Level

In order to better understand some of the problems that might face USDA personnel in case of a nuclear attack and to gain a better idea of the capabilities of USDA County Defense Boards and local governments to handle such problems as can be expected to arise during such emergencies, we are requesting that each USDA County and Metropolitan Area Defense Board fill out the attached "readiness check sheet". The information obtained will be used within USDA in assisting USDA County Defense Boards to improve their readiness. This material will also be used to identify problems which require further discussion with the Office of Civil Defense and the Office of Emergency Planning.

The appraisal of USDA emergency readiness at the county level and of potential problems is being planned in conjunction with a forthcoming national civil defense exercise. Therefore, we would like to have this check sheet completed and returned by all USDA County and Metropolitan Area Defense Boards to the State Defense Boards not later than October 1, 1965.

It is intended that:

1. This "readiness check sheet" be discussed at the next USDA County Defense Board meeting and be filled in. If not feasible to call a meeting in time to meet the above deadline, the information needed can be obtained by making phone calls to Board members.
2. The ASCS Fieldmen where possible review the check sheets with the County Defense Board to insure completeness. Each County Board Chairman will transmit completed check sheets to the State Defense Board Chairman.
3. The USDA State Defense Boards prepare a summary of the answers to questions in the check sheet in accordance with guidance given below. Copies of the summary will be submitted by the Board Chairman to the appropriate Emergency Program Coordinator (EPC) and ASCS Area Director (Attention: Disaster and Defense Services Staff) by October 11, 1965. Guidance in preparing the summary is as follows:
 - A. For those questions answerable by "yes" and "no", show total number of "yes" and "no" for each question.
 - B. Question 2 (b), show range of miles.



1. Introduction

The purpose of this study is to investigate the effects of

the proposed system on the performance of the

system. The results of the study are presented in the

following sections. The first section describes the

methodology used in the study. The second section

describes the results of the study. The third section

discusses the implications of the results. The fourth

section concludes the study.

The results of the study show that the proposed

system has a significant positive effect on the

C. Question 8 (b), indicate the number of times each agency is listed.

D. Question 11, show total number of times each category (a) and (b) is checked and the average number of miles for (c).

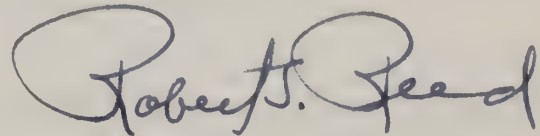
E. Questions 12 (b), 13 (b), and 14 (a) and (b), give total number of each different title reported.

F. Question 13 (c), 14 (d) and 17, show total number of times each category is checked.

G. Question 18, list different items and the number of times each item is mentioned.

4. Where possible, the EPC will review the summary with the USDA State Defense Board and assist the Board in interpreting the results obtained from the check sheet in identifying problems and preparing recommendations for handling such problems. When these recommendations are completed, each State Board Chairman will also send them to the ASCS Area Director by October 18, 1965.

Attachment

A handwritten signature in dark ink, reading "Robert S. Reed". The signature is fluid and cursive, with the first name "Robert" and last name "Reed" clearly legible.

Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 26 1965

8-26-

USDA STATE DEFENSE POLICY MEMORANDUM NO. 40

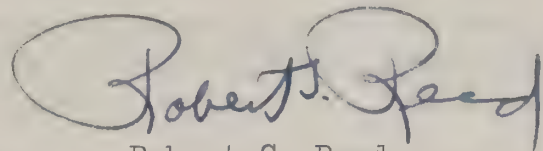
Relationship to State Emergency Area Offices

From time to time State Civil Defense Directors or Resource Management Directors request USDA to provide a working relationship with areas within a State which may include all or parts of several counties and which do not conform exactly to any county or municipal jurisdiction.

Because of the nature of USDA responsibilities and activities, the Department has felt that these could best be carried out through field organizations that conform to State, county or metropolitan area lines. Therefore, it is the policy of USDA to administer its emergency programs in the field through State and County Defense Boards and offices at the State and county levels. USDA will not establish additional operational units to conform to specialized areas established for civil defense or resource management purposes by State emergency organizations.

In order to accommodate State organizations having area offices, USDA may on request of the State Civil Defense Director or other appropriate officials arrange through the USDA Defense Board Chairman for an ASCS Farmer Fieldman or other appropriate USDA employee to provide necessary liaison with such areas, where time permits. This office should be informed of any request for these services.

This memorandum supersedes USDA State Defense Policy Memorandum No. 38 which should be destroyed.



Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

September 30 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 41

USDA Field Readiness Test - Fall 1965

USDA State and County Defense Boards will carry out a readiness test in the field as follows:

1. USDA County Defense Boards will complete a readiness check sheet which will be summarized at the State level as indicated in Policy Memorandum No. 39, except that the due date for the problems and recommendations is moved from October 18 to October 25, 1965.
2. USDA State Defense Boards will conduct a relocation and communications test. Instructions for this relocation and communications test follow:
 - a. Some time between October 18 and 22, 1965, the Assistant to the Secretary, or the Deputy Administrator, State and County Operations (DASCO), will send telex messages to all USDA State Defense Board Chairmen (except Hawaii, Puerto Rico-Virgin Islands, and Alaska) telling them to assemble their State Defense Boards at their Emergency State Offices (ESO) by a specified time on that day.
 - b. For purposes of this test, the telex messages will be sent to each ASCS State Office shortly after 9 a.m., their local time, on the day the action is to take place.
 - c. If a Board member is unavailable, the Chairman will give notice to the first successor; or if he is unavailable, to the second successor in accordance with SDH Par. 409. The object will be to have all USDA agencies on the Board represented at the ESO by the stated deadline.

1. 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The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

It is essential to ensure that all data is properly documented and stored in a secure manner. This includes regular backups and the use of encrypted storage solutions.

The second part of the document outlines the various methods used to collect and analyze data. It describes the process of gathering information from different sources and how it is processed to generate meaningful insights.

Finally, the document concludes by highlighting the overall goals and objectives of the project. It reiterates the commitment to providing high-quality results and maintaining the highest standards of integrity.

The following table provides a summary of the key findings and recommendations from the study. It is intended to serve as a reference for future research and implementation.

d. If the Board Chairman himself is unavailable on the day selected, his ASCS office staff will proceed anyway to notify Board members. The Deputy Chairman will be informed of the unavailability of the Chairman so that the Deputy will be prepared to serve as Acting Chairman. If the Deputy Chairman is unavailable, the acting chairmanship will go to the next in line to the chairmanship in accordance with SDH Par. 408.

e. When the deadline for assembling the Board has been reached, the State Board Chairman will send a telex message from the ESO to the USDA Headquarters Relocation Site (Repoint) answering the following questions:

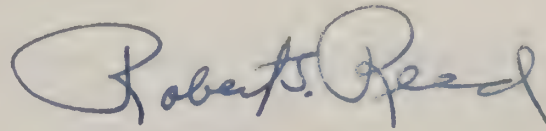
- (1). Were any USDA agencies with membership on the Board not represented by either a principal or an alternate at the ESO? If so, list the agencies and indicate why they were not represented.
- (2). List any problems associated with communications.
- (3). Give suggestions for improvement.
- (4). Mention subject or subjects covered in the Defense Board meetings.

f. While the Board is assembled it will be desirable to hold a meeting of the Board. This meeting should be used particularly to identify problems and prepare recommendations based on analysis of the county readiness check sheets as indicated in paragraph 4 of USDA State Defense Policy Memorandum No. 39. Instead of October 18, 1965, as now stated in Policy Memorandum No. 39, the deadline for submission of problems and recommendations to the Area Directors is hereby moved to October 25, 1965. Since the Emergency Program Coordinators (EPC) cannot attend all of these Board meetings, it will be desirable also to forward copies to the EPCs as well as to the Area Directors on October 25.

g. In most States where the ESO is separate from the ASCS State Office, standby telex equipment has been installed in the ESO. In those few States where this is not the case, the State Defense Board will conduct the exercise from the regular ASCS State Office and use the telex in the regular State Office. Lists of the ESOs and telex call numbers to be used in this test exercise are attached. These numbers should be retained at the ESO until superseded by a later list. Each Board Chairman may, if he wishes, send a telex message to one other State. This would be in addition to the message sent to national headquarters.

h. The regular instructions for use of telex communications equipment will apply except as supplemented by this memorandum and the instructions in paragraphs 21 and 21.5 of the ASCS Communications Handbook (7-AS).

i. In those States where the test will involve an ESO apart from the regular ASCS State Office, the State Defense Board Chairman is requested to notify the supervisor of the office in which the ESO is located about the likelihood of a test involving use of the ESO and the standby telex equipment during part of one day some time between October 18 and 22, 1965. In any case where the ESO location cannot conveniently be used for a State Defense Board meeting, arrangements should be made to go to the ESO and then to hold a meeting in suitable space near the ESO.



Robert S. Reed
Assistant to the Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

October 28 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 41, SUPPLEMENT 1

Field Communications and Relocation Test - October 19, 1965

Following is a brief report on the successful communications and relocation test conducted by the USDA State Defense Boards in the 48 contiguous States on October 19, 1965, in accordance with USDA State Defense Policy Memorandum No. 41.

The telex triggering the exercise was received by State Defense Board Chairmen in their regular offices. All 48 Boards held meetings at the ESO. All used these meetings to consider further the county readiness check sheets submitted in accordance with USDA State Defense Policy Memorandum No. 39 and some States covered other subjects as well.

Thirty-four of the States reported that every agency with membership on the Board was represented at the ESO. In eleven States one agency representative was missing and in three States representatives of two agencies were missing.

All but two States were successful in sending reports to Repoint using the telex equipment in their Emergency State Offices. Two States were unable to do this because of equipment trouble. A few States commented that they had problems in alerting Board members because of inadequate telephone service.

Generally the exercise shows our telex communications are effective both as a channel for providing messages to Board Chairmen at their regular offices and for establishing a link between the ESOs and Repoint. It also demonstrated that State Board members or successors can be assembled quickly at the ESOs with very little notice if phone communications are available. The system of designated successors generally worked well in those cases where the principal Board members were unable to attend.

As a result of the test, the few communications difficulties are being checked out with Western Union. Boards should review distances members must travel to reach their ESO considering particularly available transportation. More emphasis should be placed on priorities for outgoing

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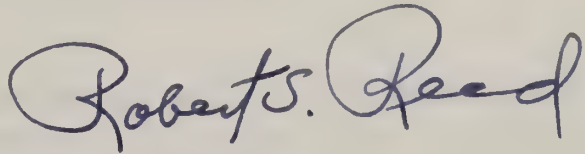
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phone messages in an emergency whether FTS is used or not. Please check on the phone priorities at the State level referring to paragraph 421 of the USDA State Defense Operations Handbook and at the county level referring to paragraph 315 of the USDA County Defense Operations Handbook.

The Secretary, agency heads and others are aware of the fine job the Boards did in this exercise. Your efforts and those of all members of your Board are greatly appreciated.

A handwritten signature in dark ink, reading "Robert S. Reed". The signature is written in a cursive style with a large, looping "R" and "S".

Robert S. Reed
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 17, 1965

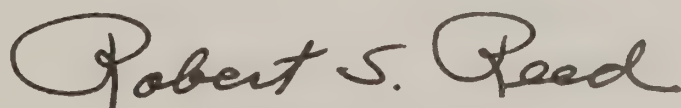
USDA STATE DEFENSE POLICY MEMORANDUM NO. 42

State Food Plans in Relation to USDA-State
Memorandums of Understanding

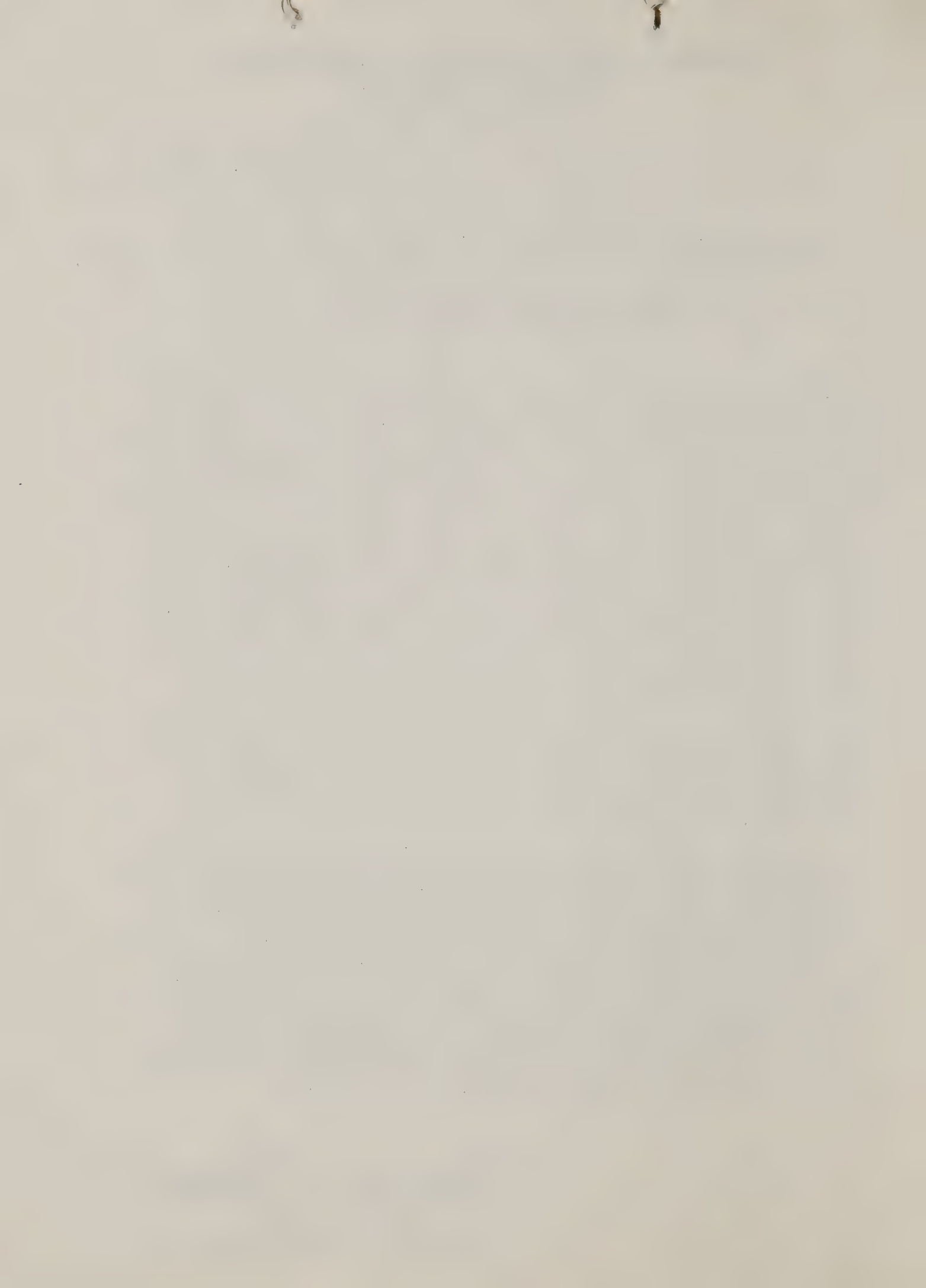
In USDA State Defense Policy Memorandum No. 25, we asked that you report on the progress made by the State Food Task Group in your State in a number of areas including "other projects undertaken." During the past few months, several States have revised their Memorandums of Understanding to follow substantially the "Type B" shown in Exhibit 5c, Par. 516, State Defense Handbook, following the guidance in USDA State Defense Policy Memorandum No. 28. This change usually occurs during or after the development of the first draft of the State Food Plan by the Food Task Group. Since the provisions of a State's Memorandum of Understanding directly affect the test of its State Food Plan, we would appreciate knowing of any plans to change the present Memorandum in your State as soon as you learn of them.

C&MS Food Management Representatives have been requested to alert the Defense Programs Branch of the Transportation and Warehouse Division on this same matter through C&MS Defense Memorandums No. 90 and No. 100.

In every instance, USDA's approval of any State Food Plan will be contingent upon the maintenance of the required compatibility between such plan and that State's USDA-State Memorandum of Understanding. We request your cooperation in this effort in order to avoid the possibility of continued reliance on an Example State Plan which is compatible with "Type A" but not with a "Type B" Understanding. Your advising us of any contemplated change in the present Memorandum of Understanding also will facilitate USDA's review and approval of the final State Food Plans as they are received from the Office of Emergency Planning.



Robert S. Reed
Assistant to the Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 49 1965

USDA STATE DEFENSE POLICY MEMORANDUM NO. 45

Evaluation of County Readiness Check Sheets

Attached for your information and use is the national statistical summary of the county readiness check sheets which the USDA County and Metropolitan Area Defense Boards completed in accordance with the USDA State Defense Policy Memoranda Nos. 39 and 41.

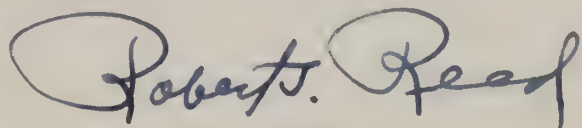
This summary indicates a wide variation in readiness to cope with defense situations at the county level. In order to correct these deficiencies, our Emergency Program Coordinators will work with individual State Defense Boards to evaluate what needs to be done as indicated by the readiness check sheet summaries. The Emergency Program Coordinators will keep the Area Directors informed so that results of this evaluation can be taken into account in day-to-day guidance to State Defense Board Chairmen.

In the meantime, it is requested that each USDA State Defense Board take the following actions:

1. Compare your State with the national summary.
2. Identify major weaknesses in County Board readiness and see that these weaknesses are corrected.
3. Develop and send out suggestions to County Defense Boards on steps to take to correct deficiencies.

It should be emphasized that a comparison with national averages is not in itself a measure of readiness. Readiness is doing the best job possible in all items listed in the questionnaire, plus other points in the defense handbook and other instructions.

We greatly appreciate the fine cooperation of our USDA State and County Defense Boards in preparing and summarizing the readiness check sheets.



Robert S. Reed
Assistant to the Secretary

Attachment

I have been thinking of you very much lately, and wondering how you are getting on. I hope you are well and happy. I have been very busy lately, but I always find time to think of my friends.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

March 17 1966

SECRETARY'S FILES

USDA STATE DEFENSE POLICY MEMORANDUM NO. 44 Y'S RECORDS & COM. DIV.

USDA Executive Reserve Program

You probably know that a USDA Unit of the National Defense Executive Reserve was established last year. Twenty-two Reservists were selected to augment the Department's capability at its headquarters emergency relocation site. This contingent is assigned to ASCS and C&MS and represents expert knowledge in the areas of food management and the non-food materials and services needed to maintain the food industry.

The Department now has authorized the expansion of its Executive Reserve Unit at the field level, drawing from food industries those persons whose background and experience are best adapted to the special needs of the C&MS field food management team. In an emergency these Reservists would assist the USDA State Defense Board on food management problems.

Food Management Representatives on USDA State Defense Boards are being requested by C&MS to submit nominations for the field contingent of the Executive Reserve and will be discussing with their Board Chairmen the selection of nominees. Board Chairmen will receive copies of the C&MS communications, which will describe more fully the role of Reservists, the kinds of nominees desired and the steps in the selection procedure. You should give the Food Management Representatives any assistance requested in the selection of these nominees.

~~Attached~~
~~Enclosed~~ for your information is a reprint from the January 26, 1966, Federal Register, which prescribes the policies governing the National Defense Executive Reserve in USDA. ~~Also enclosed is a booklet entitled "The Executive Reserve Program of the United States Department of Agriculture" which provides additional information about the program.~~

taken out
per Bruce East
ASCS &
Mr. Waller

Robert S. Reed

Robert S. Reed
Assistant to the Secretary

Attachment
Enclosures

NATIONAL DEFENSE

USDA STATE DEFENSE POLICY MEMORANDUM NO. 45Distributing Defense Food Order on Food Management
and Identifying Other Current Defense Food OrdersDefense Food Order on Food Management

We are sending under separate cover enough copies of the "Defense Food Order on Food Management" (dated March 1966) to provide two copies for the State Defense Board emergency records, i.e. one copy to be filed at the ESO and the other copy for the emergency records maintained in the ASCS State Office (Filing Code: C&MS 2-2). Also, we are providing enough additional copies so that one can be sent to each County Defense Board for its emergency records (Filing Code: ASCS 6). Copies are also being sent to the Food Management Representative through C&MS agency channels. This defense order on "Food Management" was developed by C&MS to implement the postattack resupply of food retailers and, in case of a nuclear attack, will be available for use by all USDA Defense Boards in accordance with prescribed procedure. It provides a basis for conservation, equitable distribution and efficient utilization of food.

To aid in understanding what the defense order on food management can do and how it should be used, a supplement on "emergency food management" for the emergency records will be distributed in the near future. This will include supplementary instructions in the form of suborders and administrative actions. This material will provide information that should answer most questions concerning interpretation and use of the defense order on food management. As soon as the supplemental material

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is received, you should give the Food Management Representative an opportunity to discuss its contents at a regular meeting of your State Defense Board.

Current Defense Food Orders - State Board Records

The current Defense Food Orders at the State level are assigned numbers in the following list. You are expected to record these numbers on your copies of these orders. Missing numbers reflect orders not yet issued. Orders will be referred to by the assigned numbers at all levels of the organization and regardless of the sequence of issuance.

Defense Food Order No. 1, "Regulations Governing Filing of and Actions on Petitions for Relief from Hardship and Other Adjustments and Exceptions and Appeals", Pages 77-81 of the Emergency Federal Volume 24-OPAL 59, Number 3. Register/ (These pages should be removed from the Register and filed under code: PP 4-1.)

Defense Food Order No. 2, "Food Management", which is the new order being sent under separate cover. (File under code: C&MS 2-2)

Defense Food Order No. 5, "Domestic Distribution and Use of Fertilizers" (Filing Code: SS 5-7).

A Suborder to this order on "Restriction on Domestic Distribution and Use of Fertilizers" (Filing Code: SS 5-7).

Defense Food Order No. 6, "Domestic Distribution of Farm Equipment and Repair Parts" (Filing Code: SS 5-1).

July 1962 to 1963

to 1964

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Suborder 1 to this order on "Repair Parts for Farm Equipment: Domestic Distribution Restricted", and Suborder 2 on "New Farm Equipment: Domestic Distribution Restricted" (Filing Code: SS 5-1).

Defense Food Order No. 8, "Requisitioning Food and Supporting Items." (Remove this order which is pages 120-147 of the Emergency Federal Register and file under code: PP 4-1.)

Defense Food Order No. 9, "Anti-Hoarding of Food". (Remove this order which is pages 92-97 of the Emergency Federal Register and file under code: C&MS 2-2.)

Discard all other pages of the ~~old~~ Emergency Federal Register.

Cancellations of Obsolete Defense Food Orders

The defense food orders listed above are the only current orders at the State level at present date. All other defense food orders and drafts will be discarded. (Do not discard from your emergency records the USDA Emergency Delegations of Authority filed under AO 5.)

~~The USDA Emergency Delegations of Authority are not affected by this memorandum. The Delegations are current and should be retained in the files.~~

Transmittal of Food Management Order to USDA County Defense Boards:

Attached, as Exhibit 1, is a suggested text for a memorandum for your use in transmitting this Defense Food Order on "Food Management" to USDA County Defense Boards and identifying other current defense food orders.

22-2-1.

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Food orders.

Retention

This memorandum should be retained for reference until further notice.

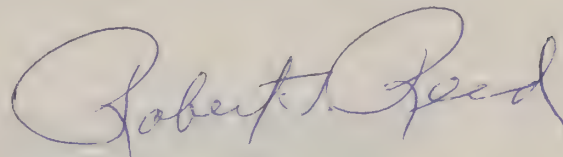
A handwritten signature in blue ink, reading "Robert L. Reed". The signature is written in a cursive style with a large, looping initial "R".Attachment

EXHIBIT 1

Suggested text of memorandum from State Defense Boards to County Defense Boards:

Distributing Defense Food Order on Food Management and Identifying Other Current Defense Food Orders

Defense Food Order on Food Management

Enclosed is a copy of Defense Food Order No. 2 on "Food Management". This order was developed by C&MS to implement the postattack resupply of food retailers. It includes a basis for conservation, equitable distribution and efficient utilization of food.

To aid in understanding what the Defense Food Order on Food Management can do and its use in an emergency, we will send you in the near future instructions on how to use this order; the suborders that must be issued with it; and some explanatory material that should answer most questions concerning interpretation and use of this order.

After the supplemental material is received, this Food Management Order and supplemental material should be carefully reviewed; discussed with the Defense Board; and retained in your emergency records.

Current Defense Food Orders - County Board Records

The current Defense Food Orders at the county level are assigned numbers and are listed below. You are expected to record these numbers on your copies of these orders. Missing numbers reflect orders not yet issued. The orders will be referred to by the assigned numbers regardless of the sequence of issuance.

Defense Food Order No. 2, "Food Management" (File under code: ASCS 6).

Defense Food Order No. 5, "Domestic Distribution and Use of Fertilizers". Also a Suborder on "Restriction on Domestic Distribution and Use of Fertilizers" (Filing Code: SS 4).

Defense Food Order No. 6, "Domestic Distribution of Farm Equipment and Repair Parts". Also Suborder 1 on "Repair Parts for Farm Equipment: Domestic Distribution Restricted", and Suborder 2 on "New Farm Equipment: Domestic Distribution Restricted" (Filing Code: SS 4).

Cancellation of Obsolete Defense Food Orders

The defense food orders listed above are the only current defense food orders at the county level at present date. All other defense food orders and drafts will be discarded. (Do not discard from your emergency records the USDA Emergency Delegations of Authority filed under PP 4.)

~~The USDA Emergency Delegations of Authority are not affected by this memorandum. The Delegations are current and should be retained in the files.~~

Retention

This memorandum should be retained until further notice.

Enclosure

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

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USDA STATE DEFENSE POLICY MEMORANDUM NO. 45, SUPPLEMENT 1

Defense Food Order No. 1, Regulations Governing Petitions and Appeals

We are sending under separate cover copies of Defense Food Order No. 1, Regulations Governing Petitions and Appeals, revised June 14, 1966. It replaces an earlier version of this Order referred to in Policy Memorandum No. 45. Therefore, remove and discard from the State Defense Board emergency files, Defense Food Order No. 1, Regulations Governing Filing of and Actions on Petitions for Relief from Hardship and other Adjustments and Exceptions and Appeals, pages 77-81 of CPAL 1959 Emergency Federal Register (filing code PP 4-1). The earlier version is not on file in the County Defense Board emergency records.

Copies of Defense Food Order No. 1, revised, should be distributed as follows:

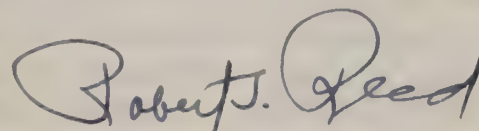
State level - Three copies for each State Defense Board (one copy for use by Board members, and two copies for the emergency records - filing code PP 4-1)

County level - Two copies for each County Defense Board (one copy for use by Board members and one copy for the emergency records - new filing code PP 7, Defense Food Orders)

This Order shall be effective immediately throughout USDA upon declaration by the President of a civil defense emergency or in event of an attack upon the United States. Therefore, even in a cut-off situation the Defense Board Chairmen should assume this Order has been issued by the Secretary and is in effect nationwide, and should so advise those concerned. All Defense Board Members should be familiar with the petition and appeal procedures set forth in this Order and be prepared to advise persons affected by other USDA Orders of their rights under this Order.

The "effective immediately" arrangement referred to above applies only to Defense Food Order No. 1. Other Defense Food Orders shall be issued under conditions specified in each Order or in related instructions.

This memorandum should be retained until further notice.



Robert S. Reed
Assistant to the Secretary

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 3 1967

USDA STATE DEFENSE POLICY MEMORANDUM NO. 45, SUPPLEMENT 2

Defense Food Orders 1 and 2

PURPOSE

To provide USDA State and County Defense Boards with reprints from the Federal Register of the following Defense Food Orders:

DFO No. 1 - Procedure Governing Petitions and Appeals

DFO No. 2 - Food Management

The Federal Register notice indicates that these are proposed standby orders. However, these orders are usable in their present form if an emergency should occur before final publication.

DEFENSE FOOD ORDER NO. 1

The appeals order, as published in the Federal Register of May 3, 1967, is similar to the order sent to you with Supplement 1 to Defense Policy Memorandum 45. This order is intended to be effective immediately throughout USDA upon declaration by the President of a civil defense emergency or in event of an attack upon the United States. Therefore, even in a cut-off situation the Defense Board Chairmen should assume this order has been issued by the Secretary and is in effect nationwide, and should so advise those concerned. All Defense Board members should be familiar with the petition and appeal procedures set forth in this order and be prepared to advise persons affected by other USDA orders of their rights under this order.

The "effective immediately" arrangement referred to above applies only to Defense Food Order No. 1. Other defense food orders shall be issued under conditions specified in each order or in related instructions.

DEFENSE FOOD ORDER NO. 2

The basic provisions of the food management order, as published in the Federal Register of May 3, 1967, are the same as provided for in the order sent to you with Defense Policy Memorandum No. 45 except for a few minor changes. A supplement to Defense Operations Handbooks explaining the provisions and use of the order and related suborders will be made available soon to USDA State and County Defense Boards. When the final order is published in the Federal Register, any necessary changes in the supplemental instructions will be made.

ACTION

1. Distribute and file copies of the defense food orders received under separate cover as follows:

State Defense Board

- 1 copy for review by State Board members
- 2 copies for the State Board emergency records
(Remove from the files copies of DFO 1 and 2 received with Policy Memorandum No. 45 and Supplement 1. File the Federal Register reprint containing both orders in C&MS 2-2 and insert a cross reference to DFO No. 1 in PP 4-1.)

County Defense Board

- 1 copy for review by County Board members
- 1 copy for the County Board emergency records
(Remove from the files copies of DFO 1 and 2 received previously. File the Federal Register reprint containing both orders in ASCS 6 and insert a cross reference to DFO No. 1 in PP 7.)

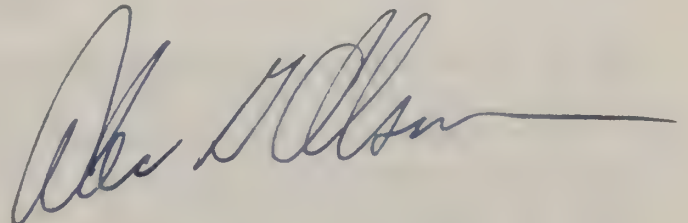
2. Instruct all Board members to study and be familiar with the provisions of both orders.

SUPERSEDURE

USDA State Defense Policy Memorandum No. 45 as it relates to Defense Food Orders 1 and 2 is superseded by this Supplement². Supplement 1 to Defense Policy Memorandum No. 45 covering Defense Food Order No. 1 is also superseded.

RETENTION

Retain this memorandum until further notice.



Alec G. Olson
Assistant to the Secretary

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DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

USDA STATE DEFENSE POLICY MEMORANDUM NO. 45, SUPPLEMENT 2

Defense Food Orders 1 and 2

PURPOSE

To provide USDA State and County Defense Boards with reprints from the Federal Register of the following Defense Food Orders:

DFO No. 1 - ^{Procedures} ~~Regulations~~ Governing Petitions and Appeals

DFO No. 2 - Food Management (~~preliminary~~)

DEFENSE FOOD ORDER NO. 1

^{Similar to}
The appeals order, as published in the Federal Register of May 3, 1967, is ~~the same as~~ the order sent to you with Supplement 1 to Defense Policy Memorandum 45. This order ^{is in effect} ~~shall~~ be effective immediately throughout USDA upon declaration by the President of a civil defense emergency or in event of an attack upon the United States. Therefore, even in a cut-off situation the Defense Board Chairmen should assume this order has been issued by the Secretary and is in effect nationwide, and should so advise those concerned. All Defense Board members should be familiar with the petition and appeal procedures set forth in this order and be prepared to advise persons affected by other USDA orders of their rights under this order.

The "effective immediately" arrangement referred to above applies only to Defense Food Order No. 1. Other defense food orders shall be issued under conditions specified in each order or in related instructions.

DEFENSE FOOD ORDER NO. 2 (~~preliminary~~)

The basic provisions of the food management order, as published in the Federal Register of May 3, 1967, are the same as provided for in the order sent to you with Defense Policy Memorandum No. 45 except for a few minor changes. A supplement to Defense Operations Handbooks explaining the provisions and use of the order and related suborders will be made available soon to USDA State and County Defense Boards. ¹⁰⁻¹¹⁻⁶⁷ A final order ^{will be published} ~~will be published~~ in the Federal Register, ~~at a subsequent date and any necessary changes in the supplemental instructions will be made at that time.~~



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

May 29 1968

USDA STATE DEFENSE POLICY MEMORANDUM NO. 45, SUPPLEMENT 3

Defense Food Order Nos. 1 and 2

PURPOSE

To provide USDA State and County Defense Boards with reprints from the Federal Register dated May 29, 1968, on the following Defense Food Orders.

Defense Food Order No. 1 - Procedures Governing Petitions
and Appeals

Defense Food Order No. 2 - Food Management

This Federal Register reprint is a notice of standby Defense Food Order Nos. 1 and 2. These orders will be used in their present form if an emergency should occur. The revised USDA State and County Defense Operations Handbooks soon to be issued, are compatible with the latest version of these orders.

DEFENSE FOOD ORDER NO. 1

The appeals order, as published in the Federal Register of May 29, 1968, is similar to the one published in the Federal Register on May 3, 1967, and sent to you with Supplement 2 to Defense Policy Memorandum No. 45. This order is intended to be effective immediately throughout USDA upon declaration by the President of a Civil Defense emergency or upon attack on the United States. Therefore, even in a cutoff situation, the Defense Board Chairmen should assume this order has been issued by the Secretary and is in effect nationwide and should so inform those concerned. All Defense Board members should be familiar with the petitions and appeals procedures set forth in this memorandum and be prepared to advise persons affected by other USDA orders of their rights under this order.

The "effective immediately" arrangement referred to above applies only to Defense Food Order No. 1. Other Defense Food Orders will be issued under conditions specified in each order or other special instructions.

DEFENSE FOOD ORDER NO. 2

This revised Defense Food Order No. 2 - Food Management does not change the basic substance of the one published in the Register of May 3, 1967, but clarifies some sections and strengthens others.

The "Instructions for the Interpretation and Use of Defense Food Order No. 2" on Food Management sent to you in May 1967 are being revised to reflect changes made in Defense Food Order No. 2 and will be distributed as soon as they are available.

ACTION

1. Distribute and file copies of the Defense Food Orders received under separate cover as follows:

State Defense Board

One copy for review by State Board members

Two copies for the State Board emergency records

(Remove from the files and destroy copies of Defense Food Order Nos. 1 and 2 distributed with Policy Memorandum No. 45, Supplement 2. File the Federal Register reprint of May 29, 1968, containing both orders in the emergency records under Filing Code C&MS 2-2 and insert a cross reference to Defense Food Order No. 1 under PP 4-1.)

County Defense Board

Two copies for each County Defense Board including County emergency records

(Remove from the files and destroy copies of Defense Food Order Nos. 1 and 2 distributed with Policy Memorandum No. 45, Supplement 2. File the Federal Register reprint of May 29, 1968, containing both orders in the emergency records under Filing Code ASCS 6 and insert a cross reference to Defense Food Order No. 1 under PP-7.)

2. Instruct all Board members to study and be familiar with the provisions of both orders. The significance of the orders should be discussed at State and County Defense Board meetings. C&MS is asking each Food Management Representative to be ready to discuss Defense Food Order No. 2 at an early meeting of each State Defense Board.
3. Retain copies of the "Instructions for the Interpretation and Use of Defense Food Order No. 2" of May 1967 until the revised instructions are received.

SUPERSEDURE

This memorandum supersedes Supplement 2 to Policy Memorandum No. 45.

RETENTION

This memorandum should be retained until the revised "Instructions for the Interpretation and Use of Defense Food Order No. 2" are received.

John D. Neville





DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 20 1966

USDA DEFENSE POLICY MEMORANDUM NO. 46

Training for USDA County and Metropolitan Area Defense Boards

Each USDA State Defense Board is responsible for providing defense training to all County and Metropolitan Area Defense Boards within the State. Training meetings should be held for all members of these Boards once each year. In no case should more than two years elapse between such meetings.

The State Board Chairman should take the lead in arranging these training meetings. These sessions should cover the operations of the entire County or Metropolitan Board and not just those of one or two agencies. All members of the State Board or their designated representatives should participate actively in these meetings. Each member should take the leadership in presentations and discussions which relate primarily to his agency's responsibilities.

State Board Chairmen may wish to ask ASCS training officers, the State Rural Civil Defense Specialists and others for assistance in planning the program content and educational methods for training meetings. In some cases the RCD Specialist may participate in the training to discuss the rural protection and survival program. In no case, however, should the State Board Chairman call on or expect the RCD Leader in the State to conduct or take a major responsibility in the planning and conducting of these training meetings. It is the responsibility of the State Board to assure USDA readiness to carry out its assignments at both the State and local levels.

Robert S. Reed

Robert S. Reed
Assistant to the Secretary





DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

June 24 1966

USDA STATE DEFENSE POLICY MEMORANDUM NO. 47

Amendment 9 to the USDA State Defense Handbook and Amendment 5 to the USDA County Defense Operations Handbook

Distribution

The subject Amendments, dated June 10, 1966, are being printed and are expected to be available for distribution by July 12. Enough copies will be mailed to you to permit your regular distribution in accordance with USDA State Defense Policy Memorandum No. 8 (Amendment 9 to State level only; Amendment 5 to State and county levels). In addition, USDA agencies at the national level will be furnished sufficient copies for distribution through agency channels to the designated successors to their agency representative on each State Defense Board and to members of their agency's support staff at the State level.

Content

These Amendments are designed primarily to:

1. Incorporate appropriate guidance from USDA Administrative Regulation, Title 1, Chapter 4 on defense responsibilities within USDA. This replaces the earlier version of this regulation and Secretary's Memorandum 1489, Revised, on the same subject. Copies of these two documents which may be in your files should be discarded.
2. Update the guidance relating to emergency grain management and seed distribution. Since the expanded procedure concerning seed has now been incorporated in supplements for the emergency records, it is possible to reduce substantially the references to seed in the handbooks.
3. Update the content of several chapters including exhibits, and where necessary, amend individual paragraphs in the text for clarity.

NATIONAL DEFENSE

7-1

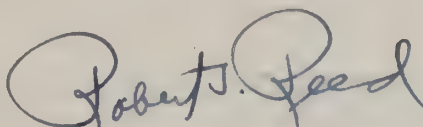
4. Update some guidance concerning the Extension Service in the State Handbook and radiological monitoring reporting in the County Handbook.
5. Incorporate, where possible, policy guidance presently available in USDA State Defense Policy Memorandums.

Relation to Policy Memorandums

USDA State Defense Policy Memorandums still in effect include the following: No. 6 (Revised) and Supplements 1 and 2, and Nos. 8, 15, 18, 21, 23, 25, 26, 27, 28, 31, 32, 35, 37, 40, 42, 43, 44 and 45. All other numbered policy memorandums may be discarded since they have either been superseded by amendments to the handbooks or otherwise canceled.

Retention

This Policy Memorandum may be discarded when the necessary distribution has been made of Amendments 9 and 5 to the USDA State and County Defense Operations Handbooks and the Policy Memorandums still in effect have been identified and checked in your files.



Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 28 1966

USDA STATE DEFENSE POLICY MEMORANDUM NO. 48.

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Maintenance of Food Facility Information

Purpose

The purpose of this memorandum is to establish revised methods for maintaining food facility information at State and county levels. Since the memorandum revises to some extent existing handbook guidance relating to food facility cards, it is issued in the policy memorandum series.

Distribution of Facility Listings

In accordance with a memorandum from the Deputy Administrator, State and County Operations on December 9, 1965, the State Defense Boards have reviewed copies of food facility listings and most States have returned a copy of these revised listings. If your State has updated and returned this listing, the Kansas City Data Processing Center will forward to you in the near future two separate types of revised listings.

1. One of these types will be arranged by counties within the State. You will receive five copies of this. Please retain one complete copy for use at the State level, sort the other four copies by counties and send four copies to the chairman of the appropriate county defense board.
2. The second type of listing is arranged to show food facilities within the State primarily by food group and Standard Industrial Classification (SIC) Code. You will receive one copy of this for use at the State level when evaluating the entire State food situation by food groups.

These new listings will incorporate not only the field comments but some additional facility information which we have obtained from the file of Dun and Bradstreet and from other sources. Similar information will be processed and distributed for the few remaining States when a copy of their revised listing has been completed and forwarded to National Headquarters.

The headings for both types of these listings will be arranged according to the standard format to include name of facility, address, city, food groups, SIC code, food category and serial number. Additional headings will be added in subsequent runs of these listings as more information becomes available.

Maintenance of the System

Each State and County Defense Board is requested to continue to assist the Department in maintaining the facility resource data on a current basis. The County Defense Board will record all additions and revisions on these revised listing sheets, and forward each change to the State Defense Board on two copies of Form ASCS 249. All information shown on the revised listing sheet will be entered on the form along with an indication of whether the revision is a deletion, addition or a change in the basic information. The State Defense Board will accumulate changes and send them to National and Regional Headquarters at the time of the quarterly report.

Postattack Procedure

In a postattack period, the blank space provided on the right side of each listing sheet will be used to list percent of preattack capacity remaining and date surviving capacity can be operated. If this specific information is not immediately available postattack, the County Defense Board will initially record any information about these facilities that might be available. However, an accurate estimate of remaining capacity and the date surviving capacity can be operated will be obtained as soon as possible from the plant managers or other qualified persons who are in position to know the status of the facility, considering radioactivity of the area, availability of raw materials, equipment, supplies, manpower and other items. Section 10 of the Defense Food Order No. 2 requires each respondent to report his remaining capability within two days after the order becomes effective or within two days after he gains access to the premises. This information will be taken into account in completing the facility listing sheets.

The County Defense Board will send two of the four copies of these listing sheets to the State Defense Board if they can be completed within 15 days after the attack. If notations on the listing sheets cannot be completed by this date, one copy will be sent showing as much information as it is possible to obtain on D+15. The second and third copies will be sent as soon as all information can be obtained and recorded.

The State Defense Board will distribute listing sheets to USDA National Headquarters and the Emergency Program Coordinators according to the procedure for IBM cards described in SDH Par. 451.

The listings for both types of these listings will be arranged according to the standard format to include name of facility, address, city, state, ZIP code, food category and retail number. Additional listings will be added in subsequent runs of these listings as more information becomes available.

Maintenance of the System

Each State and County Defense Board is requested to continue to maintain the Department in maintaining the facility resource data on a current basis. The County Defense Board will record all additions and revisions on these revised listing sheets, and forward each change to the State Defense Board on two copies of Form ABOS-2. All information shown on the revised listing sheet will be entered on the listing sheet with an indication of whether the revision is a deletion, addition or a change in the basic information. The State Defense Board will accumulate changes and send them to National and Regional Headquarters at the time of the quarterly report.

Postcheck Procedure

In a postcheck period, the plant name provided on the right side of each listing sheet will be used to check against the postcheck capacity remaining and date surviving capacity can be provided. If this specific information is not immediately available postcheck, the County Defense Board will initially record any information about these facilities that might be available. However, an accurate estimate of remaining capacity and the date surviving capacity can be expected will be obtained as soon as possible from the plant manager or other qualified persons who are in position to know the status of the facility, continuing availability of the area, availability of raw materials, equipment, supplies, personnel and other items. Section 10 of the Defense Food Order No. 2 requires each respondent to report the remaining capacity within two days after the order becomes effective or within two days after the date of receipt of the order. This information will be taken into account in completing the facility listing sheets.

The County Defense Board will send two of the four copies of these listing sheets to the State Defense Board in which they can be completed within 15 days after the attack. If additions on the listing sheets cannot be completed by this date, one copy will be sent showing as much information as it is possible to obtain on D-15. The second and third copies will be sent as soon as all information can be obtained and recorded.

The State Defense Board will distribute listing sheets to UNDA National Headquarters and the Emergency Program Coordinators according to the procedure for IIM cards described in SWM Part 1, 151.

Supersedure

The listing sheets supersede the IBM facility cards which you have been maintaining and they may be placed temporarily in a hold file. (Do not destroy cards.) Substitution of listings for cards is an experiment prompted by comments that listings could be more useful. If they prove to be more useful, we will retain them. Otherwise, we will return to the cards or some mixture of the two.

Instructions in SDH Par. 451 and CDH Par. 344 will be modified as necessary to conform to the provisions of this Policy Memorandum, but in the meantime, please follow the provisions of this memorandum.

It is requested that you pass the instructions in the memorandum on to the County Defense Boards and metropolitan area defense boards when you distribute the revised listing sheets to them.

Retention

This memorandum should be retained until further notice.

Roberts. Reed

Enclosure

The listing sheets submitted the TSM facility cards which you have been maintaining and they may be placed temporarily in a hold file. (Do not destroy cards.) Substitution of listings for cards is an experiment suggested by someone that listings could be more useful. If they prove to be more useful, we will retain them. Otherwise, we will return to the cards or hope mixture of the two.

Instructions in GMI Part 3/4 will be modified as necessary to conform to the provisions of this Policy Memorandum, but in the meantime, please follow the provisions of this memorandum. It is requested that you have the instructions in the memorandum on the County Defense Board and Metropolitan Area Defense Board when you distribute the revised listing sheets to them.

Notation

This memorandum should be retained until further notice.

Robert D. Ford